

HOTUNG SECONDARY SCHOOL

何 東 中 學

Tel.: 2577 5433 (Office)

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Our Ref. : (GEN002E/201920)in HTSS/STUD/1 Pt.2



1 Ka Ning Path,
Causeway Bay,
Hong Kong

2 September, 2019

Dear Parent / Guardian,

Arrangements for adverse weather conditions

Based on the instructions given by the Education Bureau, here are the arrangements of our school under the inclement weather conditions:

A. Tropical Cyclones

Weather condition	School arrangement
When Tropical Cyclone Warning Signal No. 1 / No. 3 is issued	● Unless Education Bureau has made special announcement on closure of schools, the school will operate as usual.
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued	● Classes suspended.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	● Unless Education Bureau has made special announcement on closure of schools, the school will resume operation.

B. Heavy Persistent Rain

Rainstorm Warning Signal	School arrangement	
AMBER	● Unless Education Bureau has made special announcement on closure of schools, the school will operate as usual.	
RED or BLACK	(i) issued between 5:30 am – 6:00 am	● Classes suspended. ● Students who have arrived will be taken care of and will also be allowed to return home under safe conditions and with parental consent.
	(ii) issued between 6:00 am – 8:00 am	● Classes suspended. ● School premises will be open and sufficient manpower made available to look after those students who have left home for school. Students are allowed to return home under safe conditions and with parental consent. ● Students who have not yet left for school should stay at home.
	(iii) issued at/after 8 a.m.	● School will continue the lessons until the end of the normal school hours ● Students are allowed to return home under safe conditions and with parental consent.

C. Examinations and other arrangements

1. Parents are advised that they should exercise their discretion in deciding whether or not to send their children to school in the event of inclement weather. Students who cannot return to school or arrive late because of inclement weather, road, slope, traffic or transport conditions will not be penalized. Assessed mark or appropriate arrangements will be made regarding school tests or examinations for students who cannot return to school, in accordance with the examination policy of the school. If school closes during the examination period due to the inclement weather, examinations on that day will be cancelled. The timetable for rescheduled examination arising from adverse weather conditions will be announced later.
2. Closure of schools, particularly those used as centres for public examinations, as a result of tropical cyclones or heavy persistent rain does not necessarily imply the postponement of a public examination scheduled for that day. Parents should listen to radio or television announcements made separately by the Hong Kong Examinations and Assessment Authority regarding arrangements of the public examinations.
3. In exceptional circumstances, EDB may announce the suspension of classes in a particular district or certain districts. If this is the case, students whose schools are located in such district(s) as well as students who live in such district(s) need not go to school. Our school belongs to the Wanchai District.
4. In order to reduce inconvenience, parents may remind students to bring an extra pair of socks and shoes to school on days of heavy rain.
5. To prepare for the eventuality that the EDB announces over radio and television to advise immediate suspension of classes due to deteriorating weather or special circumstances while school is in session, you are hereby kindly invited to give us relevant instructions regarding your daughter.

Please fill in the reply slip to indicate your preference and return it to the class teacher by Wednesday 4 September 2019. Should there be any enquiries, please contact Ms NG Wai-lam, Assistant Principal, at 2577 5433.

Yours truly

CHENG SIU Kam-sheung
Principal

Reply Slip

Dear Principal,

Arrangements for adverse weather conditions

I, parent / guardian of student _____ (Name) in _____ (Class)
_____ (Class Number), acknowledge receipt of the letter concerning the above captioned.

If school is to close due to an approaching typhoon or special circumstances while in session, I

* agree to allow my daughter to return home on her own.

will contact my daughter for further arrangement. (Students will be assembled at the Annexe
Hall to wait for their parents.)

*(please ✓)

Date: _____ September, 2019

Parent / Guardian's Signature: _____

Parent / Guardian's Name: _____

