

Yuen Long Catholic Secondary School
2023-2024

28 August 2023

Dear Parents / Guardians,

Instructions for Parents and Emergency School Departures

In accordance with the guidelines provided by the Education Bureau concerning sudden or severe weather conditions, the school has established the following measures to enable parents to make appropriate arrangements for their children's attendance at school or their safe return home.

(1) Tropical Cyclone Arrangements at School

Weather conditions	Classes arrangement
When the Observatory issues Tropical Cyclone Warning Signal No. 1 or No. 3.	Classes as usual
When the Observatory issues Warning Signal No. 8 or Tropical Cyclone Warning Signal No. 8 or above.	If a tropical cyclone occurs during school hours, classes will be immediately suspended. Once it is safe to do so, students will be dismissed according to the emergency dismissal method specified by their parents. Any after-school activities scheduled for that day will be cancelled.
When Tropical Cyclone Warning Signal No. 8 or above is downgraded to No. 1 or No. 3.	Unless it has been announced in advance that all schools will be closed for the entire day, classes at school will resume. However, please pay attention to the announcement issued by the Education Bureau before 5:30 am for any updates or changes.
If the Hong Kong Observatory issues the No. 8 typhoon warning signal or tropical cyclone warning signal No. 8 during regular school hours for students (7:00-8:00 a.m.), the school will remain open. Teachers and staff members will be arranged to return to school to ensure the safety of students until all students have safely left the premises.	

(2) Continuous Heavy Rain Arrangements at School (Heavy Rain Warning Signal)

Heavy rain warning signal	Classes arrangement
Amber	Classes as usual
Red or Black	
Issued between 5:30am – 6:00am	Class Suspension
Issued between 6:00am – 8:00am	Class Suspension In the event of class suspension, the school will remain open and teachers and staff members will be instructed to return to the school premises. Their primary responsibility will be to ensure the safety and well-being of students who have already arrived until all students have safely left the school.
During school hours	The school will continue with classes until the end of the school day. All students will be dismissed in the usual manner. Any after-school activities scheduled for that day will be cancelled.

Remarks:

During inclement weather conditions, parents have the discretion to decide whether to send their children back to school, considering factors such as weather conditions, road conditions, slopes, or traffic conditions that may not have fully returned to normal in their local area. However, it is important to contact the school by phone (2443 1363) to record the leave request. If there is an examination scheduled for that day, the school will handle the leave application accordingly.

(3) During the scheduled school hours, if the Education Bureau announces the suspension of classes due to continuous heavy rain (rainstorm warning signal), the school will continue with classes until the end of the school day. Parents are required to choose one of the following methods for their child to leave school in case of emergencies.

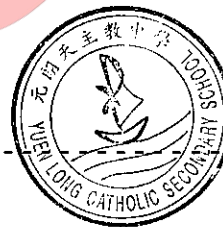
- A. Immediate Pickup by Relatives: Parents are permitted to pick up their children from school immediately. Prior to picking up, parents must register at the school and follow the designated pick-up procedure.
- B. Regular School Dismissal: Students will remain at school until the end of the school day and leave according to the usual dismissal procedure.

(Please carefully review and retain the above measures for future reference as needed.)

Yours faithfully,



Ms. Wong Kin Yee
Principal



Reply Slip

Dear Principal,

Instructions for Parents and Emergency School Departures

I am the parent/guardian of student _____ () from Class _____. I hereby acknowledge receipt of the school notice regarding the instructions for parents in emergency situations, and I confirm that my child will leave school in accordance with the following conditions:

- *☐ A. Immediate Pickup by Relatives: Parents are permitted to pick up their children from school immediately. Prior to picking up, parents must register at the school and follow the designated pick-up procedure.
- ☐ B. Regular School Dismissal: Students will remain at school until the end of the school day and leave according to the usual dismissal procedure.

*Please mark (✓) the appropriate box.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Ref: SC/23-24/1e

Bible words: But as for the seed that fell on rich soil, they are the ones who, when they have heard the word, embrace it with a generous and good heart, and bear fruit through perseverance. (Luke 8:15)