



CHRISTIAN ALLIANCE  
INTERNATIONAL SCHOOL  
宣道國際學校

## **Adverse Weather Conditions Policy**

### **Staff and Students**

Governance Policy		Date Approved	January 2025
Management Policy		Date Next Review	January 2026

### **Contingency Plan**

#### **Rationale**

This Contingency Plan ("The Plan") follows the guidelines and expectations of EdB Circular No. 5/2022 'Tropical Cyclones and Heavy Persistent Rain Arrangements for Kindergartens and Day Schools'.

The Plan provides clarity to staff and parents in the event of adverse weather.

## STUDENTS

### TROPICAL CYCLONES

Weather conditions	Corresponding measures
When Tropical Cyclone Warning Signal <b>No. 1</b> is issued	School operates as usual unless advised otherwise.
When Tropical Cyclone Warning Signal <b>No. 3</b> is issued	School operates as usual unless advised otherwise.
When Tropical Cyclone Warning Signal <b>Pre-No. 8 / No. 8</b> or above is issued	<p>All classes are suspended for the day.</p> <ul style="list-style-type: none"> <li>• Students who have not left for school should stay home.</li> <li>• If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school, or preferably, return home, taking into consideration rain, wind, and traffic conditions.</li> <li>• Students who have already arrived at school will remain in school until it is safe for them to return home.</li> </ul>
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal <b>No. 3</b>	Resume classes <b>if Warning Signal No. 3 has been issued before 5:30 a.m.</b> unless a previous announcement has been made to the effect that all classes will be suspended for the entire day.

## STUDENTS

### HEAVY PERSISTENT RAIN

Rainstorm Warning Signal	Corresponding measures
<b>AMBER</b>	<ul style="list-style-type: none"> <li>School operates as usual unless advised otherwise.</li> </ul>
<b>RED or BLACK</b>	
Issued from 5:30 a.m. and before 6:00 a.m.	<ul style="list-style-type: none"> <li>All classes are suspended for the day.</li> <li>Students who have not left for school should stay home.</li> <li>The school will arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.</li> </ul>
Issued from 6:00 a.m. and before 8:00 a.m.	<ul style="list-style-type: none"> <li>All classes are suspended for the day.</li> <li>Students who have not left for school should stay home.</li> <li>If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school, or preferably, return home, taking into consideration rain and traffic conditions.</li> <li>Students who have already arrived at school will remain in school until it is safe for them to return home.</li> </ul>
Issued from 8:00 a.m. onwards	<ul style="list-style-type: none"> <li>Classes will continue until the end of normal school hours, and the school will ensure that conditions are safe before allowing students to return home.</li> </ul>



## 1. Communication Guidelines

- a) Parents will be informed through SchoolsBuddy and CLG WhatsApp of decisions made by the Head of School or delegate.
- b) School Bus Services will be informed by General Office.
- c) Lunch Supplier (Sodexo) will be informed by the General Office.
- d) Teachers will be informed by email sent by HOS.
- e) Support staff will be informed by the HR Department via email.

Additional communication with school community:

[www.hko.gov.hk](http://www.hko.gov.hk)

Hong Kong Observatory

[www.edb.gov.hk](http://www.edb.gov.hk)

Hong Kong Education Bureau

[www.caisbv.edu.hk](http://www.caisbv.edu.hk)

CAIS website

[www.facebook.com/CAIS.HK/](https://www.facebook.com/CAIS.HK/)

CAIS Facebook page

## 2. Arrangements of school events during school suspension, including examinations, tests, internal and external activities, lunch supplies and school bus services:

- a) When classes are suspended, no lunch is provided at school.
- b) Bus services will not operate if T8 or above, nor Black rainstorm warning.
- c) Extra-Curricular Activities: These will follow the same 'suspension' guidelines as for curriculum classes. The key in this situation is to err on the side of caution, and if there is any potential for Tropical Cyclone No. 8 or Red/Black rain, then ECA should be cancelled. Students are supervised until parents can collect them safely.
- d) Students on school activities out of school when an adverse weather warning comes into place, must if safe to do so, return to school.



**3. Arrangements for looking after students who have arrived at school during school suspension:**

- Security staff and other available staff will supervise students in the Primary Play area.
- Security staff will inform the SLT via its WhatsApp group and SLT/ GO contact parents to inform them their child has arrived safely.
- Parents will be asked to collect Primary students when they can do so safely.
- Grade 7-12 students seek permission from parents to leave school to return home when they can do so safely. Grade 6 students with self-dismissal approval may seek permission from parents to leave school to return home when they are able to do so safely.

**4. Arrangements for parents who are unable to look after their children during school suspension:**

- Students will remain at school in the Primary Play Area until they can be collected by their parents.
- The school will provide food over the lunch period (from vending machines) where this is practical.