



# Severe Weather Policy: Guidelines for Teachers

The School's Severe Weather procedures can be found on the website at <https://www.harrowschool.hk/featured-links/weather-information> and at the end of this document.

## 1. Rainstorm Warning

**Amber Rainstorm Warning:** all teachers are required to come to work at the normal time.

**Black or Red Rainstorm Warning:** teachers living off-site are not required to come to site if a Black or Red Rainstorm warning is hoisted before the School day starts; they should expect to be asked to work from home (including online teaching) and should be contactable by phone or email. They may be expected to return to work on that day, if the signal is lowered; an email will be sent out to all staff if this is the case, with details of any transport arrangements that may be put in place.

## 2. Typhoon Warning

**Typhoon Warning Signal 1:** if a Typhoon warning signal of 1 is raised, School will continue as normal.

**Typhoon Warning Signal 3:** if a Typhoon warning signal of 3 is raised before the School day begins, the Early Years Centre will close, but all other sections of the school will operate as normal. The Early Years staff are still required to come to work at the normal time.

If a Typhoon warning signal of 3 is hoisted during the School day, the Early Years Centre will close and all the children will go home. However, the EYC staff will remain at work until the end of the working day. Those pupils who go home on buses will still be able to use this service as the bus provider will provide the necessary transport within 2 hours of the signal being hoisted. EYC staff will cater for teachers' children in the Early Years Centre.

**Typhoon Warning Signal 8:** if a Typhoon warning signal of 8 or above is raised before the start of the School day, all staff living off-site do not need to come to site; they will be asked to work from home (including online learning) and should be contactable by phone or email. Day pupils will remain at home and all CCAs and off-site trips will be cancelled. A programme will be put in place for boarders. Meals will still be taken in the dining room (if safe), as the caterers still come to work and there are enough food stocks for this eventuality. If pupils have already set off for School and it is unsafe for them to return home, the School will supervise them here until it is safe to return home.

The 2-hour period immediately following the cancellation of Typhoon Warning Signal No. 8 (T8), is considered 'Extreme conditions'. All employees are advised to stay in the place they are currently in, or in safe places, for that two hour period and await further advice from the Government as to whether the 'Extreme conditions' will be extended or cancelled. If this designation is cancelled, and it is safe and possible for staff to return to work, and it has been requested by the School, they should return to work within two hours i.e. if T8 is cancelled at

8am, then 'Extreme conditions' will be in force from 8-10am. Assuming that 'Extreme conditions' is not extended by the Government, staff should return to work by 12.00 noon. Staff living on-site are considered 'Essential Staff' and will all be required to help with the supervision and coordination of any boarders or pupils remaining at the School during adverse weather or when 'Extreme conditions' are in force.

If a Typhoon Warning signal of 8 or above is raised during the School day, all day pupils and staff living off-site will go home. Lessons, SCA and off-site trips will be cancelled. Boarders will return to Houses and be looked after by their HMs and AHMs. Evening duties in the boarding House will be done by resident staff and non-resident staff are not expected to stay. If the Hong Kong Observatory announces that T8 will be raised during the course of an evening, House Masters and House Mistresses should make sure that non-resident duty staff are released in good time so that they have the means to get home safely in bad weather. All other resident staff will help in the dispersal of the Lower School and Upper School Day pupils (as the LS staff will also need to leave to go home). They will then return to their Houses and help as directed by the HMs or members of the SLT. The classes that the resident staff will have responsibility for are:

<b>Class</b>	<b>Class Teacher</b>	<b>Resident Staff assigned to class</b>
1W	Marina Elwes	Brendan Shanahan
1X	Grace Kim	Hannah Minty*
1Y	Nate Gillard	Lauren Berner
1Z	Heather Ingram	Simon Mildinhall
2W	Hannah Russell	Caitlin Sherring
2X	Abi Hiley	Jonny Franks
2Y	Laura Halliday	Vicky Courtis
2Z	Sam Hobbins	Alex Yip
3W	Travis Purnell	Louise Ackroyd
3X	James Rose	Jess Darke
3Y	Emma Davenport	Sioned Ralph
3Z	Taylor Wilkinson-Charles	Christianne Williams
4W	Theo De Vies	Theo De Vies
4X	Rebecca Shepherd	Jo Morris
4Y	Lucy Howarth	Sam Blake
4Z	Lorraine Monaghan	Freya Crofton
5W	Chris Russell	Theo De Vies
5Z	Samuel Blake	Samuel Blake
5X	Lauren Pitt	Will Bussey
5Y	Dawn Chambers	Cathy Clerc

<b>Upper School Day pupils</b>		Tom Hicks Ross Stokley Malcolm Green
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\* These AHMs have been used as there is a matron on the same floor, who can deputise in the House until all of the pupils in their Lower School class have left the site safely.

### **Harrow International School Hong Kong: Severe Weather Procedures**

The rainy season in Hong Kong usually runs from April to September and in severe weather conditions, the School adheres to official public announcements from the Hong Kong Observatory and the Education Bureau. Broadcasts are usually announced on both radio and television by 6.15am and are repeated at regular and frequent intervals throughout the day.

Parents are advised to take note of the following arrangements, which apply in all cases except when pupils are taking external examinations (see External Examinations below).

#### **Procedures when a signal is raised before School starts:**

<b>Typhoon 1</b>	All Early Years to Y13 classes will operate as usual.
<b>Typhoon 3</b>	Early Years will close. Y1 to Y13 classes operate as usual unless otherwise instructed.
<b>Pre-Typhoon 8/Typhoon 8 or above #</b>	Onsite Lessons will be suspended but Online Learning may be instigated. Boarders will be supervised by onsite staff.
<b>Amber Rainstorm</b>	All Early Years to Y13 classes will operate as usual.
<b>Red Rainstorm #</b>	Onsite Lessons will be suspended but Online Learning may be instigated. Boarders will be supervised by onsite staff.
<b>Black Rainstorm #</b>	Onsite Lessons will be suspended but Online Learning may be instigated. Boarders will be supervised by onsite staff.

# If a signal is raised while pupils are travelling to School, the School will be responsible for their supervision until it is safe for them to return home or until a parent or carer collects them from School.

Pupils who have not left for School should stay at home. Please note that formal lessons will not be conducted, even if some pupils do come to School.

#### **Procedures when a signal is raised during School hours:**

<b>Typhoon 1</b>	All Early Years to Y13 classes will operate as usual with normal dismissal times
<b>Typhoon 3</b>	Early Years will close*. Y1 to Y13 classes will operate as usual with normal dismissal times
<b>Pre-Typhoon 8nor above</b>	All classes will be dismissed. (The notice of a typhoon 8 signal being raised is given to schools several hours before it is actually hoisted, thus allowing schools sufficient time to make arrangements for pupils to return home safely)**

<b>Amber Rainstorm</b>	All Early Years to Y13 classes will operate as usual with normal dismissal times.
<b>Red Rainstorm</b>	All Early Years to Y13 classes will operate as usual but pupils will remain in School until conditions are safe for them to return home safely***
<b>Black Rainstorm</b>	All Early Years to Y13 classes will operate as usual but pupils will remain in School until conditions are safe for them to return home safely***

\*The Early Years Centre will close and buses will be arranged within 2 hours of the Typhoon Signal 3 being raised. Parents may choose to pick up their children from School if they do not wish to use the bus.

\*\*Pupils using buses will be let off at their usual stop. It is the responsibility of parents to ensure that someone is at home in these circumstances.

Pupils will not be sent home on buses once a Typhoon Signal 8 or above has been raised.

\*\*\*Pupils will not be allowed home until the warning has been lowered and buses are authorised to operate, which could be after normal dismissal times. In these circumstances, children may only leave with a parent or designated responsible adult before the signal is lowered **if a parent requests this of the School.**

**In the circumstances of a Typhoon Signal 8 being raised during School hours, parents of day pupils are permitted to phone their child directly on their mobile phones to arrange alternative transportation for the journey home.**

Please note that the HK Government strongly advises that everyone should stay indoors during a Black Rainstorm warning. We do not advise parents to drive or send someone to pick up their children when a Black Rainstorm warning has been raised.

**If a signal is raised on Sunday:**

If a signal is raised, or in force, on a Sunday this will have an impact on the boarders' return. If a T8 or black/red rainstorm is in force at 4.00pm on Sunday afternoon, all boarders' buses will be cancelled. If the T8 or black/red rainstorm is lowered before 8.00pm and there is enough time for boarders to travel to School by car or taxi, and arrive safely before 8.00pm, they should do so. If the T8 or black/red rainstorm has not been lowered by 8.00pm, the School will remain closed and no boarders should attend that evening. All boarders will be expected to arrive at School with the Day pupils by 7.45am on Monday, assuming that the T8 or black/red rainstorm has been lowered. Pupils living in Macau may find this difficult and will not be penalised for arriving late to School, as long as their respective House Master or House Mistress has been informed.

**Lowering of signals:**

When a typhoon signal is lowered to Signal 3 (or Signal 1 for Early Years) or all signals are cancelled, the School will open on the next School day.

There will be instances where parents should use their discretion in deciding whether or not to send their child to School, after considering local weather, road, slope and transport conditions at that time.

Please note that pupils will not be penalised for not coming to School or being late under these exceptional circumstances.

**Closure of Individual Schools in Individual Districts:**

In exceptional circumstances, the Secretary of Education may announce the closure of schools or the suspension of classes in Tuen Mun. All lessons will cease and teachers living onsite will supervise boarders.

If weather, road, slope, traffic or transport conditions warrant the closure of the School and the Secretary for Education has not made an announcement to close schools generally, Harrow Hong Kong may close and then notify the District Education Office concerned as soon as possible. The announcement will be made, wherever possible, before pupils set out for School. Parents should monitor the School's website for further details and the resumption of School in the above cases.

Again, the School will take all necessary measures to ensure the safety of pupils who may have missed the announcement and come to School.

### **External Examinations:**

External examinations will continue as scheduled for boarders in all weather conditions. For day pupils the following guidelines apply:

#### T3 Signal or Amber Rainstorm Warning

If this is raised before the start of the School day, or during the day, examinations will continue as normal.

#### T8 Signal or Red/Black Rainstorm Warning

If this is raised before the start of the School day and pupils are, therefore, unable to travel, the pupil will have to miss the examination. The School will apply for special consideration but there is no guarantee that an application will be successful. If the application is unsuccessful, the pupil will have to re-sit the examination in the next available session. The School advises day pupils to sleep with friends or family who live close to the School if a T8 signal or Black/Red Rainstorm warning is forecast (or to stay the night at School, if a boarding space is available).

If the signal is raised during the School day, the examinations will continue as normal and students will return to their House to be supervised until the signal is lowered and it is safe for them to return home.

To avoid unnecessary congestion of telephone lines, parents should not telephone the School unless absolutely necessary.

Official announcements will be made on the TV, radio and social media. Parents are reminded to pay attention to these announcements carefully.

The School's website will also be updated on a regular basis and parents should take note of any exceptional conditions which may affect its re-opening.

For information regarding weather conditions please refer to the information below:

**Hong Kong Observatory website:** [www.weather.gov.hk](http://www.weather.gov.hk)

**Hong Kong Observatory telephone:** 187 8200 (Press 1 for Cantonese, 2 for Mandarin, 3 for English)

**English broadcasting radio station:**

RTHK 3 (AM 567 kHz, AM 1584 kHz / FM 106.8 MHz (Hong Kong South), FM 97.9 MHz (Happy Valley, Jardine's Lookout, Parkview Corner), FM 107.8 MHz (Tseung Kwan O, Tin Shui Wai))

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Owner: Principal Deputy Head (Pastoral and Wellbeing)