

## 1.09 Emergency Closure Policy

### *School Documentation*

In all inclement weather conditions (tropical cyclones and rainstorm warnings) staff and parents should pay attention to any broadcasts on radio and TV, and also the pop up announcements **on the front page of the school website**. This is particularly important as **other** communication networks are often overwhelmed during such events.

The Education Department Bureau (EDB) usually makes an announcement about school closure prior to 06.15. The information below follows the Education Department guidelines. Please note that:

Kindergarten includes: Early Starters, Pre Nursery, Nursery and Reception  
School includes: Year 1 to Year 6

### 1. TROPICAL CYCLONES ANNOUNCED **BEFORE** SCHOOL STARTS

<b>No. 1</b>	All schools including Kindertgartens, operate as usual unless otherwise advised by the EDB
<b>No. 3</b>	Kindergarten classes are closed. Year 1-6 remain OPEN. <i>(Kindergarten teachers and teaching assistants should be in school as normal and be prepared to assist Y1 – Y6).</i>
<b>No. 8, Pre No. 8, or above</b>	Kindergarten and the School Y1 – Y6 are closed all day. Teaching staff and assistant teachers may take the opportunity to catch up on schoolwork.

### 2. TROPICAL CYCLONES ANNOUNCED **AFTER** SCHOOL STARTS

<b>No. 1</b>	The whole school operates as normal, unless otherwise advised by the EDB	
<b>No. 3</b>	<b>Kindergarten</b>  <b>Y1-Y6</b>	Parents may collect their children ensuring recording procedures are followed. Parents may also collect siblings in Y1-6. School continues as normal.

<p><b>No. 8, Pre No. 8, or above</b></p>	<p>Whole school</p>	<p>Parents should collect students who do not use the bus service, as soon as the announcement of school closure is made. (Via TV &amp; Radio and/or the school website).</p> <p>Parents may collect students who normally use the bus service, as long as they inform the bus company directly.</p> <p>Buses will leave school as soon as possible after the announcement. School will inform parents of students who travel on the bus, via email and popup on the websites, the arrangements for the early departure of the buses. Students will not be dropped off if there is no adult at the drop off point. The bus will continue and then return to the drop off point. If there is still no adult, the student will be returned to school until they can be collected.</p> <p>If students usually walk home on their own, parents should contact school to inform us who will collect them.</p> <p>Students not collected will remain in the care of the Kindergarten and School until such time as a parent or responsible adult can collect them.</p>
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### 3. RAINSTORM WARNING – **AMBER**, **RED** and **BLACK** Rainstorm Warning

<p><b>Amber</b></p>	<p><b>The Kindergarten</b> will remain <b>OPEN</b> unless parents are advised to the contrary, via the front page of the school website. (The Pre Nursery will also continue. Parents should inform the school if they do not wish to send their child)</p>
<p><b>Red</b> or <b>Black</b> <b>BEFORE</b> the start of Kindergarten and School</p>	<p><b>The School and Kindergarten</b> will be <b>CLOSED</b> and parents should keep their students at home. <b>The school campus will be closed for the whole day.</b></p>

<p><b>Red</b> or <b>Black</b> is announced <b>AFTER</b> the start of Kindergarten and School</p>	<p>The <b>School</b> will <b>OPERATE AS NORMAL</b> until the end of the appropriate session, unless informed otherwise by the EDB. Buses will leave at the normal times.</p> <p>The <b>Pre Nursery and Early Starters</b> will not operate if the Red or Black Rainstorm Warning is <b>in force before the start of the session</b>. <i>Always check the website for information.</i> Parents may wish to collect their child earlier than the end of the school day, in which case the teacher must follow the recording procedure.</p>
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## Recording Procedures for releasing students from school AFTER Tropical Cyclone/Red or Black Rainstorm warning has been posted.

In all school closure situations there is a procedure for recording students who are leaving with a parent or responsible adult. Parents or responsible adults should follow such procedures as instructed by the school staff when they come to collect their students

Parents should collect students from the classroom. Students may be released after the class teacher has entered the name and telephone numbers of the collecting parent or adult so that further contact can be made. The class teacher must complete the Emergency Release Register (Fire Practice List) carefully to ensure the school has a record of who goes where with whom. Students should not be released into the care of adults other than their parents/carers unless the teacher has been given permission by the parent to do so.

## Contingency Plan for re-opening the school AFTER Tropical Cyclone T8 or above, Red / Black Rainstorm Warning Prior to School Opening

If the relevant signal goes down before 7pm, the Caretaker and other key support staff will come to school and check that the premises are safe for the return of the students the next day.

If the relevant signal goes down after 7pm, the Caretaker and other key support staff will arrive at school by 6.30am and check for damage. If the school is not safe The



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Principal or other member of the senior leadership team will inform the parents via SMS, email and by pop up notification on the website, that the school is closed. In the event of any bus having already departed, they will be informed and the buses will return to the pick up points. No student will be dropped off unless there is an adult to collect the student at the drop off point. The bus will continue and then return to the point. If there is still no adult, the student will be returned to school until they can be collected.



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**POLICY DATES:**

	<b>DATE</b>	<b>BY WHOM</b>	<b>SIGNATURE</b>
POLICY CREATED	Prior to 2000	SLT/EGT	
POLICY REVIEWED	MAY 2010	SLT	
POLICY REVIEWED	JANUARY 2011	SLT	
POLICY REVIEWED	SEPTEMBER 2014	SLT/Staff	