

C.C.C. MONGKOK CHURCH KAI OI SCHOOL
MEMO NO. 17/32E

To: All Parents / Guardian

Date: 17/7/2018

Arrangement of Ceremony under Severe weather warning

End term, Graduation and Farewell Ceremony will be held on 18th July (Wednesday). In case of severe weather warning will be announced, school will have the following arrangement:

Weather condition	EDB's announcement	Remarks
When Tropical Cyclone Warning Signal No.3 is hoisted between 6:15 a.m. to 8:00 a.m.	School will be suspended	The ceremony is as usual, students should be accompanied by parents.
When Tropical Cyclone Warning Signal No.3 is hoisted during school hours	School will be suspended	Parents and students who attend the ceremony, can stay in the school. Students who come alone, will be arranged to leave school by the teacher according to the "Tropical cyclone warning signal No. 3 or above" on the sixth page of the Student Handbook.
When Red or Black Rainstorm Warning Signal is hoisted	school will continue the events	Students can stay in school and continue to participate. Parents can decide when to take students according various situation.
When Red or Black Rainstorm Warning Signal is hoisted between 6:15 a.m. to 8:00 a.m	School will be suspended	The ceremony will be cancelled (please note the announcement of the school website)

Remarks:

1. School Bus arrangement: when the Tropical Cyclone Warning Signal No. 3 is hoisted. The school bus services will be provided as usual.
2. **Parents should always be ensured that the communication devices are at normal condition.**
3. Parents should make necessary arrangement and contact us as soon as possible in adverse weather and traffic condition.
4. For more information, parents can visit the following webpage:
<http://www.weather.gov.hk/school/main.shtml>

Yours faithfully,



(Ms Leung Wun Kam)
Principal