



Dear Parents/Guardians,

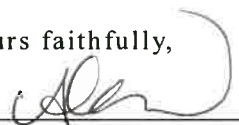
15th March, 2019

Speech Day 2018 – 2019

The Speech Day of the current year is to be held at 5:00 p.m. on 18th May 2019 at the Dr. S.C. Leung Memorial Hall. All S5 students are required to attend it to familiarize themselves with the rituals in preparation for their graduation ceremony next year. Students attending the ceremony are required to pay attention to the following:

1. Details of the ceremony:
 - (i) Time of the ceremony : 5:00p.m. – 6:30p.m.
 - (ii) Roll call time : 4:15p.m.
 - (iii) Roll call venue : 5A – 5F classrooms
2. Students are required to wear summer school uniform and have a neat appearance which complies with the school regulations. To secure conformity, students are not allowed to wear sweaters during the ceremony.
3. Students who would like to be exempted from the ceremony for personal reasons such as attending a wedding ceremony, a funeral etc., are required to tender their request to Mr. Moy Ka Yiu, the Vice-principal, on or before Tuesday, 14th May, 2019 to seek prior approval. Otherwise, their absence will be considered as truancy.
4. If students are absent from the ceremony because of illness, they should inform the school office between 3:45p.m. and 4:15p.m. that day. When returning to school, they should tender their **parent's letter** as well as the **medical certificate** to their class teachers; otherwise they will be considered truants.
5. In case of the issuance of Tropical Cyclone Signal, No.8 or above, Red or Black Rainstorm Signal two hours before the roll call time, students do not need to attend the ceremony. The school will announce the arrangement on the school webpage, <http://www.ccchwc.edu.hk>.
6. If the ceremony is cancelled owing to bad weather, it will be postponed until Sunday, 19th May, 2019. Students are required to report to their class teachers at the same time and in the same venue as stated above.

Yours faithfully,


Dr. Chu Kai Wing
Principal

This circular is posted on the school website (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents



Reply Slip

(Circular No. 38)

Please return this Slip on 18th March, 2019)

Dear Dr. Chu,

I acknowledge your notice informing me of the Speech Day 2018 – 2019.

- I give permission to my son / daughter to take part in the above ceremony.
- My son / daughter cannot attend the ceremony due to personal matters as mentioned in the attached parent's letter or document.

Yours sincerely,

Name of Parent/Guardian

Signature

Name of Student

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Class & Class No.

Date

*Please "✓" the appropriate box.

敬啟者：

中華基督教會協和書院二零一八至二零一九年度畢業典禮

本校二零一八至二零一九年度畢業禮謹定於二零一九年五月十八日〔星期六〕下午五時正在本校梁小初博士紀念禮堂舉行。為使中五級同學對畢業典禮各項程序、禮儀及意義加深認識，中五級同學必須出席是次畢業典禮。出席同學須注意下列事項：

1. 畢業典禮詳情：
 - (i) 畢業禮時間：下午五時正至六時三十分
 - (ii) 報到時間：下午四時十五分
 - (iii) 報到地點：5A 至 5F 課室
2. 畢業典禮乃一項莊嚴隆重之儀式，同學須穿著整齊夏季校服，髮式儀容須樸素端正，合乎校規之要求，同時為使全體同學儀容一致，同學不可穿著毛衣外套。
3. 若因婚、喪事宜而不能出席者，須於五月十四日（星期二）之前遞交家長信向校方申請，經批核後才可豁免出席。若因其他事宜而欲申請豁免者，須自行於上述日期前與梅嘉耀副校長聯絡。
4. 若是日因病不能出席者，須於當日下午三時四十五分至四時十五分致電回校請假，並於回校當日向班主任遞交請假信及醫生紙，以茲證明，否則作曠課處理。
5. 點名時間前兩小時，如天文台已發出八號或以上颱風警告、紅色或黑色暴雨警告，同學毋須回校出席畢業典禮。本校將於本校網頁發佈通知。網址為 <http://www.ccchwc.edu.hk>。
6. 若畢業禮因天氣惡劣或暴雨而取消，典禮將於翌日(五月十九日)舉行，同學須依原定時間回校參加典禮。

謹此知照，敬請 貴家長督促 貴子弟遵守為盼。

此致
貴家長

校長 朱啟榮 博士 謹啟

二零一九年三月十五日

本通告可參閱本校網頁 (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents

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回條
(第三十八號通告)

(請於三月十八日交回班主任)

敬覆者：

本人獲悉有關貴校畢業典禮事宜，

- 本人會督促敝子弟於當日準時出席。
- 敝子弟因事未能出席是次畢業典禮，隨函附上家長信及有關證明以供審閱。

此致
朱啟榮校長

家長或監護人姓名

家長或監護人簽署

學生姓名

()

班別及學號

日期

*請在適當口內加上✓號