



The Arrangements of S.6 Graduation Ceremony  
中六畢業禮安排

Dear S.6 Parents and Students,  
各位中六家長及同學：

The 13<sup>th</sup> S.6 Graduation Ceremony will be held on 18 May 2024 (Sat) from 8:00 am to 1:15 pm at the school hall. All graduates must attend and return to school for rehearsal according to the schedule below. Please refer to the attachment 'Reminders to Graduates' for further information.

The School Supervisor, School Managers, all staff and students hereby cordially invite you to attend the graduation ceremony and join us in celebrating this momentous occasion. Each graduate may invite **up to 3 guests**. Please reply on or before 25 March 2024 (Mon) with the number of guests attending the graduation ceremony.

For queries, please feel free to contact us at 2604 9762. We are looking forward to meeting you at the Graduation Ceremony.

Date 日期	18 May 2024 (Sat) 2024 年 5 月 18 日 (六)			
Reporting time 報到時間	8:00 am 上午 8:00			
Classroom 課室	6A	6B	6C	6D
	Rm 102	Rm 103	Rm 104	Rm 105

本校謹定於 2024 年 5 月 18 日 (六) 上午 8:00 至下午 1:15 於禮堂舉行第十三屆中六畢業禮。所有應屆畢業生必須出席，並按以上時間表回校集合，參與綵排。有關是次典禮之「畢業生須知」，請參閱附件。

校監、校董及全體師生誠邀 台端抽空參加 貴子弟之畢業典禮，同頌主恩。每位畢業生 **最多可邀請 3 位親友** 出席典禮。請於 2024 年 3 月 25 日 (一) 或之前回覆參與畢業禮親友的人數。

若有任何查詢，歡迎致電 2604 9762 與本校聯絡。期盼於畢業禮與家長一同分享畢業生的喜悅！

Christian Alliance Cheng Wing Gee College  
宣道會鄭榮之中學



Shum Kai Shing, Principal 沈啟誠校長  
14 March 2024 2024 年 3 月 14 日

Reply Slip 回條

I acknowledge the receipt of the captioned circular regarding "The arrangements of S.6 Graduation Ceremony".

本人經已知悉 貴校來函有關「中六畢業禮安排」事宜。

- I will attend the S.6 Graduation Ceremony. Please reserve 1 / 2 / 3 seat(s) for us. (Graduates are not included.)  
本人將出席中六畢業禮，並請預留 1 / 2 / 3 個座位。(畢業生不計算在內)
- I will not attend the S.6 Graduation Ceremony.  
本人未克出席中六畢業禮。

Name of Student 學生姓名: \_\_\_\_\_

Class 班別: \_\_\_\_\_ CSNO 班號: \_\_\_\_\_

Name of Parent/Guardian 家長/監護人姓名: \_\_\_\_\_

(Block Letters 中文正楷)

Signature of Parent/Guardian 家長/監護人簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Please put a '✓' in the appropriate box 請於適當  內填上'✓'號

**Christian Alliance Cheng Wing Gee College**  
**The 13<sup>th</sup> S.6 Graduation Ceremony (2023-24)**  
**Reminders to Graduates**

All S.6 graduates should study the following reminders carefully.

**1. Schedule and arrangement of classrooms**

Class	6A	6B	6C	6D
Preparation room	102	103	104	105
Reporting time	8:00 am			
Preparation and rehearsal	8:00 am – 9:40 am			
Graduation Ceremony	10:00 am – 12:00 nn			
Photo taking & refreshment	12:00 nn – 1:00 pm			

**2. Dress code of S.6 graduates:**

- **Graduation gowns** will be provided to graduates by the school. Graduates are responsible to pay the full price for anything lost or damaged.
- Basic requirement: to be tidy and decent.
- Clothing: Both male and female graduates should wear proper **summer school uniform**, white socks and black leather shoes. No accessories are allowed.
- Hair style: Male graduates should have short hair. If female graduates' hair is shoulder-length, they should have their hair all tied up. No graduates are allowed to dye their hair.

**Remarks: Any graduates who are late or fail to attend the rehearsal or comply with the dress code will not be allowed to receive any prizes or certificates on the stage.**

**3. Application for sick leave:**

If graduates are absent from the Graduation Ceremony for any medical reasons, parents should inform the school by phone no later than 8:00 am on the day.

**4. Distribution of certificates and report cards:**

S.6 Graduation Certificates and Report Cards will be distributed to graduates by class teachers.

**5. Arrangements in case of adverse weather:**

- If the red/black rainstorm warning signal is issued by the Hong Kong Observatory, and is lowered before 7:30 am, the Graduation Ceremony will be held as scheduled.
- If the red/black rainstorm warning signal is issued by the Hong Kong Observatory, and is in effect from 7:30 am to 8:00 am, the Graduation Ceremony will be cancelled.
- If the red/black rainstorm warning signal is issued by the Hong Kong Observatory between 8:00 am and 9:00 am or later, and teaching staff and graduates have arrived at school, the Graduation Ceremony will proceed as scheduled. The school will determine whether the ceremony can be held on time based on the arrival of the main guest of honor.

**6. Remarks:**

Graduates who are absent from the Graduation Ceremony and unable to receive the Graduation Certificate and Report Card should collect these documents from the school **by 5:00 pm 11 July 2024 (Thur)**. The school reserves the right to discard the aforementioned documents if the graduates do not claim them before the deadline nor do they inform the school for any further arrangements.

**宣道會鄭榮之中學**  
**第十三屆中六畢業禮 ( 2023-24 )**

**畢業生須知**

請畢業生留意以下各點：

**1. 時間表及課室安排**

班別	6A	6B	6C	6D
預備室	102	103	104	105
報到時間	8:00 am			
預備及綵排	8:00 am – 9:40 am			
畢業典禮	10:00 am – 12:00 nn			
拍照及茶點	12:00 nn – 1:00 pm			

**2. 畢業生服飾要求：**

- 校方會借出畢業袍予各畢業生於典禮當天穿著。若有損毀或遺失，畢業生須照價賠償。
- 原則：以整潔、端莊為宜。
- 服飾：男、女生皆須穿著整齊夏季校服、白襪及黑皮鞋，不得配戴任何飾物。
- 儀容：男生不得留長髮；女生頭髮倘長至肩膊，須將頭髮束起。男、女生皆不得染髮。

**注意：**

凡遲到、沒有參加綵排，或服飾儀容不合標準的畢業生，將不獲安排上台領取畢業證書及獎項。

**3. 請病假須知：**

畢業生倘因病而不能出席畢業典禮，必須請家長最遲於典禮當日上午 8:00 或之前致電學校請假。

**4. 派發畢業證書及成績表：**

班主任將於當日派發中六畢業證書及成績表。

**5. 畢業典禮當天惡劣天氣下學校安排：**

- 若天文台已發出紅色 / 黑色暴雨警告，並於上午 7:30 或以前除下，畢業禮將如期舉行。
- 若天文台於上午 7:30 至 8:00 期間發出紅色 / 黑色暴雨警告，畢業禮將會取消。
- 若天文台於上午 8:00 至 9:00 期間或以後發出紅色 / 黑色暴雨警告，而老師和畢業生已返抵學校，畢業禮將如期舉行。本校會按主禮嘉賓能否抵達學校而決定畢業禮是否準時舉行。

**6. 注意：**

畢業生倘因缺席畢業禮而未有領取畢業證書及成績表，請務必於 **2024 年 7 月 11 日 ( 四 ) 下午 5:00 或之前**回校領取；逾時不取而未有向學校申請另作安排者，校方有權不保留上述文件。