



靈糧堂怡文中學
Ling Liang Church E Wun Secondary School
電話：2109 4000 傳真：2109 4066

Circular 2020/2021 No.093

10th May, 2021

Dear Parents/ Guardians,

Serving as a Student Helper or Performer in the 15th Graduation Ceremony cum Candle-light Passing Ceremony

To develop our students' multiple intelligence and enrich their life experience, our school would like to invite your child to serve as a student helper or performer in the 15th Graduation Ceremony cum Candle-light Passing Ceremony. The details of the service are listed below:

A) Preparation for the Ceremony:

Date: 28th May, 2021 (Friday)

Time: ____:____ pm to ____:____ pm

Venue: School

Responsible person: Mr. / Ms. _____

B) 15th Graduation Ceremony cum Candle-light Passing Ceremony:

Date: 29th May, 2021 (Saturday)

Time: ____:____ am/pm to ____:____ pm

Venue: School

Service or Performance: * Prize-giving Ceremony Student Helper * Receptionist * Audio-visual Team
* Prefect * Candle-light Passing Ceremony

Responsible person: Mr./Ms. _____

- Remarks:
1. Students should be dressed in proper school uniforms.
 2. Students should obey and follow teachers' instructions during service and performance.
 3. Commendations would be given to students with good service and performance.
 4. In case of a typhoon signal No. 8 or above is hoisted, a Red or Black Rainstorm Warning is issued and the suspension of school is announced by the Education Bureau on or before 12:00 noon, the ceremony will be postponed to 31st May, 2021 at 3:00 p.m. at the school hall.

Please sign the Reply Slip below and return it to the responsible teacher before 24th May, 2021. Should you have any enquiries, please contact the responsible teacher at 21094000.

Yours faithfully,

Mr. Law Wai Man
Principal

Reply Slip

_____ May, 2021

Dear Principal,

I have noted the details of the Circular 2020/2021 No. on "Serving as a Student Helper or Performer in the 15th Graduation Ceremony"; and

1. * I allow my child to participate in the preparation for the ceremony on 28th May.
* I do not allow my child to participate in the preparation for the ceremony on 28th May.
2. * I allow my child to participate in the service or performance in the ceremony on 29th May.
* I do not allow my child to participate in the service or performance in the ceremony on 29th May.

Signature of parent/guardian: _____

Name of parent/guardian: _____
(Block Letter)

Contact telephone number: _____

Name of Student: _____ Class: _____ Class No: _____

*Please tick in the box as appropriate.