



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong.

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No. 23-24/65

24 May 2024

Graduation Ceremony

You are cordially invited to the 36th graduation ceremony at the school hall at 3:15 p.m. on 6th July 2024 (Saturday). The reception will start at 3 pm. Each graduating student is offered up to two tickets; please indicate the number by replying this electronic notice. Tickets will be distributed after the rehearsal on 4th July (Thursday). Parents must present the tickets upon entrance.

In order to ensure the smooth running of the ceremony, the following arrangements are made:

1. All graduating students must attend the rehearsal from 2 to 4 pm on 4th July in tidy school uniform and proper attire that meets the school's requirements.
2. On the day of the ceremony, all graduating students must attend the ceremony in tidy school uniform and proper attire that meets the school's requirements [see attachment]. The school will provide graduation gowns to all students, who are required to wear tidy school uniforms and graduation gowns at the ceremony. Graduating students must return to school at 1:00 p.m., attend the final rehearsal at the school hall at 1:15 pm, and participate in the ceremony.
3. In the event of typhoons, thunderstorms or adverse weather conditions, please stay tuned for the school's contingency measures and arrangements:
 - (1) If the Education Bureau announces a full-day or afternoon suspension of classes for all schools on the day of the ceremony, the graduation ceremony will be cancelled.
 - (2) If the Typhoon Signal No. 8 or Red/Black Rainstorm Warning Signal is lowered before 9:00 am on the day of the ceremony, the graduation ceremony will proceed as scheduled.
 - (3) If the Typhoon Signal No. 8 or Red/Black Rainstorm Warning Signal is issued after 9:00 am on the day of the ceremony, the graduation ceremony will be cancelled. Further information regarding changes to the date and location of the event will be notified separately. Please refer to the Parents App, school website (www.yottkp.edu.hk), or call the school office for the latest updates on the day.

For enquiries, please contact the form teacher.

Dr. Kai Sze Fai
Principal

Points-to-note for Graduation Ceremony 2023-2024

Behaviour of graduating students:

- All graduating students **must return to school on time for the graduation ceremony rehearsal.** Students or award recipients who are absent from the rehearsal without a valid reason must go to the designated classroom to attend the ceremony and will not be allowed to go on stage to receive their certificates or awards.
- All graduating students **must return to school on time for the graduation ceremony.** Latecomers must go to the designated classroom to attend the ceremony and will not be allowed to go on stage to receive their certificates or awards.
- Graduating students are not allowed to use mobile phones during the rehearsal or the ceremony and their mobile phones must be turned off.
- Photography and recording with the use of cameras, video cameras and mobile phones are not allowed. Any such devices found will be confiscated and only be returned after the ceremony.
- After the completion of the graduation ceremony, without the approval of the teachers, students are not allowed to leave their seats, take photos, or leave the ceremony venue.

Attire of graduating students :

- Please wear tidy summer school uniform. Students may wear the school-specified navy blue sweater if necessary.
- Students are required to wear neat summer school uniforms and graduation gowns (provided by the school) to the ceremony.
- Hairstyles should be clean, tidy and dignified. Hair dyeing or curling is not allowed. Girls must tie up their long hair with hairpins or elastics. Boys' hair should be modest and combed neatly.
- No jewelry is allowed (including earrings, ear pins, necklaces, bangles, bracelets, wristbands, ankle chains, and rings).
- No makeup or nail polish is allowed.
- No colored contact lenses are allowed. Once found, they must be removed immediately.

The school will strictly enforce the dress code regulations. Graduating students who do not meet the requirements will not be allowed to enter the hall to receive their certificates or awards. Instead, they must go to the designated classroom to attend the ceremony.