

3rd May, 2023

Dear Graduates,

Please be informed that the date for the S.6 Speech Day has been scheduled on 2 June 2023. We are honoured to have the consent of Mr. Abu Bakar Bin Wahab, the retired magistrate to be the guest of honour to officiate at the ceremony.

Graduation is an important milestone of your life, and we hope you would enjoy this special day with your family and friends. Please note the following:

1. You must come back to school in **proper summer school uniform**. No make-up, colored-hair, nail polish, henna etc. are allowed. (You may not be allowed to receive certificates and awards on stage if you are not in proper attire.)
2. You are required to arrive to school at **12:30 p.m.** Muslim Students shall perform Jumma prayer at the cover playground while the other students can do their preparation in their respective classroom. **All graduates must report to their class teachers at 1:00 p.m. in the following classrooms:**

6A Room 201 6B Room 202 6C Room 203

A set of graduation gown and hat will be given to the graduates at this period of time. Graduates are required to wear them properly before going for rehearsal.

3. After Roll-call, graduates are required to proceed to the Hall at 1:30 p.m. for rehearsal.
4. Your parents are invited to attend the ceremony. They should arrive at 4:30 pm.
5. Further reminders are attached.

Please send the reply slip to school on or before May 10, 2023.

Reminder: Please be punctual. Late comer may not be allowed to join the Speech Day Ceremony.

Yours faithfully,

Zareenah S.Y. Ho
Principal

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Reply Slip
School Notice 031 – S6 Speech Day

I acknowledge receipt of the School Notice 031.

I *shall / shall not be able to attend the Speech Day on 2nd June, 2023.
Please reserve _____ seat(s) for my family. (Not more than **TWO** per student)

Name of Student:	Class:	Class No.:
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* please delete the appropriate ones.

REMINDERS

To honour the occasion and to give a good impression to our guests, we would like to remind you of the following:

A. Proper manner for receiving Graduation Certificates

1. The order of receiving Graduate Certificates is 6A, 6B, 6C. Please line up and wait for your turn at the **RIGHT** side of the stage before your names are announced.
2. To prepare for the group photo after receiving the certificates, you will be arranged according to your height during the rehearsal.
3. Please stick to the order arranged. Walk quietly onto the stage from the right staircase. Stand with hands at your back at the place assigned. When all of your class have proceeded on stage, the last student should shake hand with the guest and receive the certificates from him on behalf of the whole class. The student should join the class. The photographer will take the group photo. After that, walk quietly and orderly to leave the stage from the left staircase. You should not talk during the process.
4. If there is a mistake in the announcement of the MC (Master/Mistress of Ceremony) such as mixing up names of award / prize recipients; please proceed as directed. Any changes or swaps should be done off stage, after the ceremony.
5. Graduates who are late should follow the instruction of your class teacher.
6. Check your attire and appearance before stepping onto the stage. Button up properly.
7. No ornaments are allowed.

B. Proper manner for receiving prizes and awards

1. Recipients of prizes and awards will be arranged to sit at the front rows. Please wait for your turn at the **RIGHT** side of the stage before your name is announced. When the recipient before you is on stage, stand at the last step of the right staircase in preparation.
2. When your name is announced, walk up to the guest and shake hand with him. Smile and receive the prize / award with both hands. Bow politely to the guest and then to the audience. Leave the stage from the left staircase.

All the graduates are expected to demonstrate an excellent behaviour in accordance with the grace of this special event.

(Note: Please bring along this document when you come back)

