



SSCPSPTA Notice No. 9A
Submission Details for 2018 Graduation Yearbook

12 January 2018

Dear Grade 6 Parents,

It is our pleasure to announce that we have received overwhelming response from our Grade 6 parents on the Graduation Yearbook order. The PTA is devoted to help our graduates capture fond memories of their primary school life.

We hope that all Grade 6 students, including those who have not ordered the Graduation Yearbook, would submit their sharing to make this a memorable publication for everyone.

Below is a list of the required items:

- 1) Names to be printed on the cover of the Graduation Yearbook
 - will follow the English and Chinese names as shown on the school official class list
- 2) Student's portraits in school uniform and graduation gown
 - will be obtained directly from the school photographer
- 3) Student's sharing (not more than 200 words in English/Chinese)
 - Each G6 student will submit one write-up, either in Chinese or in English, to the respective language teachers for comments after the Chinese New Year holidays. We will get the final draft of their write-ups directly from the teachers.
- 4) A **selected image** that best represents your child's primary school life (to be placed next to your child's sharing)

It can be a drawing or a photo.
<landscape orientation preferred>

The actual size of the printed image will be approx. 5cm(h) x 8cm(w) or slightly smaller.

File format:

- pdf in 300dpi; or
- jpg of not less than 1MB (printer suggests over 3MB for better image quality)

A school campus photo will be used if no selected image is provided.

5) Personalised Section (for those who ordered the Platinum [\$660] version)

- Please submit your child's photos [each photo as a separate jpg file of not less than 1 MB] for the personalised section directly to the production house via its computer system. A separate email with login details of the account and deadline for submission will be sent to the relevant parents in due course.

Below are the email accounts for **submission of the selected image** (as mentioned in item 4 above), and the names of the parent coordinators for keeping track of the submission of respective classes:

Class	Email account for submission of your child's selected image	Parent Coordinator
6A	yearbook6a@gmail.com	Ms. Joanne Cheung, mother of Alvin Ng
6B	yearbook6b@gmail.com	Ms. Cherrie Lai, mother of Justin Wong
6C	yearbook6c@gmail.com	Ms. Mei Chou, mother of Patricia Hao

Please kindly send your child's selected image (one only) to your class email account as indicated above **as soon as possible and not later than 5 February 2018 (Monday)**. Please name the file by your class and name (e.g. 6A_chan_tai_man.jpg).

Please contact our Ms. Vivian Lau at 6053-0516 or Mr. Banny Wong at 9388-4933 or Ms. Youjia Xu at 9439-3318 if you have any queries.

Regards,
SSCPSPTA