



**SSCPSPTA Notice No. 8A**  
**Submission Details for 2020 Graduation Yearbook**

6 December 2019

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 would submit their sharing to make this a memorable publication for everyone.

The required items are listed as below:

- 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 two write-ups, both in Chinese and in English, to the respective language teachers for comments before the Chinese New Year holiday. We will get the final draft of their typed 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 of not less than 300dpi; or
- jpg of not less than 1MB (printer suggests over 3MB for better image quality)

- Please name the file by your child's class, class number and name (e.g. 6A01\_ChanTaiMan.jpg)

- Please upload your selected image (one only) through a google form (such link will be provided at the respective Class Chatgroup) as soon as possible but **not later than 13 January 2020 (Monday)**.
  - A school campus photo will be used if no selected image is provided.
- 5) Personalised Section (for those who ordered the Platinum \$670 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.
- 6) Fond Memories Section
- Please submit your child's school activity group photos, especially those taken in their lower grades, for possible inclusion in the Fond Memories Section of the Yearbook.
  - Please upload your photos (jpg of not less than 1MB) to a google drive with a link to be provided at the respective Class Chatgroup. This Section will be categorized into six folders of Boarding Life, Earlier Years, Music, Sports, Outings, and School Activities. Please submit your child's favorite picks via the link as soon as possible but **not later than 13 January 2020 (Monday)**.

Please contact our Ms. Eva Ip at 9033-3682 if you have any queries.

Regards,  
SSCPSPTA



## 家長教師會通告第八 A 號 小六畢業紀念冊 - 提交資料通知

致六年級家長：

我們欣然宣布，在小六畢業紀念冊的訂單上得到了六年級家長的熱烈響應。家長教師會致力於幫助我們的畢業生捕捉他們小學生活的美好回憶。

我們希望所有六年級學生都會提交他們的分享，讓每位畢業生都成為這本難忘及值得紀念的刊物的出版人。

以下是所需提交資料的清單：

- 1) 印在畢業紀念冊封面上的姓名
  - 將依照學校官方班級列表中顯示的英文和中文名稱
- 2) 學生穿著校服和畢業袍的肖像
  - 將直接從學校攝影師處獲得
- 3) 學生分享（不超過二百字的英文及中文文章）
  - 每位小六學生請於春節假期前向相關的語文老師提交一份中文及一份英文的文章分享。  
我們將直接從老師那裡取得他們被挑選的電子稿件。
- 4) 選擇最能代表孩子小學生活的圖像（放在孩子分享文章旁邊）

它可以是照片或繪畫

<橫向為首選>

打印圖像的實際尺寸約為 5 厘米  
(高) x 8 厘米 (寬) 或略小

文件格式：

- 最少 300dpi pdf 格式;
- jpg 不小於 1MB (製作公司建議文件需要超過 3MB 以獲得更好的圖像質量)

- 請按你孩子的班級、學號和姓名命名文件 (例如 6A01\_陳大文.jpg)
- 請於 2020 年 1 月 13 日 (星期一) 或以前，將你選擇的孩子圖片 (僅限一張) 透過谷歌表格形式，上載到我們的平台上。我們會於各班的信息群組中發放該谷歌表格。

- 如果未提供所選圖像，我們將使用校園照片。

5) 個人精選部分（訂購白金\$ 670 版本的學生）

- 請將孩子的照片[每張照片定為一個不小於 1 MB 的單獨 jpg 文件]直接發送到製作公司。我們將在適當時候向相關家長發送一封獨立的電子郵件，其中包含帳戶的登錄詳細信息和提交截止日期。

6) 美好回憶部份

- 請將你孩子的學校生活團體照片，尤其是在低年級時拍下的，提供給我們製作畢業紀念冊「美好回憶」部份。
- 請把團體照片(每張照片不少於 1MB 的 jpg 文件)透過結連上載到谷歌雲端硬碟，此部份現分為宿舍生活、低年級時光、音樂、體育、外出參觀及學校活動等六個資料夾。我們會於各班的信息群組中發放該谷歌結連，**請於 2020 年 1 月 13 日（星期一）前提交。**

如有任何疑問請致電 9033-3682 與葉小慧女士聯絡。

家長教師會 謹啟

二零一九年十二月六日