



聖士提反書院附屬小學

St Stephen's College Preparatory School

To: All Parents
From: Dr Agnes Wai, Principal
Date: 12th March 2020

Notice No.26
Ordering School Photos

Due to the school suspension, the procedures for order placement of the Photo-Day photos are slightly different from previous years. If you wish to order the photos, please directly place an order with the photo company by **31st March 2020**. The ordered photo(s) will be delivered to the School about two weeks after class resumption and class teachers will then dispatch the photos to the students based on the order placed at the photo company. Please find the ordering procedure and other details attached.

Should you have any further concerns, please contact Ms Carrie Tso at carrietso@sccps.edu.hk.

通告第二十六號
拍照日之相片訂購安排

因應停課情況，本年度拍照日之相片訂購將有別於以往之安排。家長如欲訂購相片，可於三月三十一日或之前自行聯絡攝影公司。訂購之相片將約於復課後兩星期送抵學校，並由班主任派發給學生。相關訂購詳情，請參閱附件。

如有任何查詢，請透過電郵 carrietso@sccps.edu.hk 與曹敏兒老師聯絡。

以上通告
一至六年級家長

校長
衛燕華博士

二〇二〇年三月十二日

Attachment: School Photos Ordering Procedure

附件：拍照日之相片訂購流程

Step 1: Log on the photo company website to view the photo samples.

登入攝影公司網頁預覽有關相片
<http://www.growupphoto.com/photo>

Login: SSC
Password: group19



Step 2: Contact the photo company *Grow Up Photo*.
直接聯絡攝影公司 *Grow Up Photo*

1. WhatsApp: 61784510
or 或
2. Email 電郵
growupphoto@yahoo.com.hk



Step 3: The photo company will provide you with the **order form** and the individual photo files for preview.
攝影公司將提供**訂購表格**及個人照檔案以供預覽



Step 4: Fill in the order form, and have it returned to the photo company via Whatsapp / email **by 31st March 2020**.

如欲訂購，請把填妥之表格於**三月三十一日或以前**，以 WhatsApp 或電郵發給攝影公司



Step 5: Payment to be made directly to the photo company. There are three payment options: cheque, bank transfer (Bank of China) or Faster Payment System (FPS). Payment details will be provided by the company upon receiving the order.

家長將以支票、銀行過戶（中國銀行）或轉數快直接付款予攝影公司。攝影公司將於訂購時提供詳細付款資料予家長。