



10 November 2017

SSCPSPTA Notice No. 9
Grade 6 Graduation Yearbook

Dear Grade 6 Parents,

Grade 6 graduation marks an important milestone in your child's development, and the 6 years of school life at SSCPS hold a lot of fond memories for your child. The Parent-Teacher Association (PTA) would like to help you capture the wonderful memories in the Grade 6 Graduation Yearbook (Yearbook).

The Yearbook comprises 2 sections, the "Core Book" and an optional section called the "Personalised Section" where there will be 4 pages of free space for printing your child's personal photos of your choice. Please click on the "2017 Graduation Yearbook" icon on the school website (front-page) to view last year's Yearbook.

Prices:

Orders placed **on or before 20 November 2017 (Monday)**

- Standard Yearbook (Core Book only): discounted price at HK\$590/copy
- Platinum Yearbook (Core Book + Personalised Section): discounted price at HK\$660/copy

Late orders (orders placed after 20 November 2017) are subject to printer's consent and will be charged at the original price (i.e. double the discounted price).

Order:

Please reply by filling in the attached reply slip and return it together with a cheque made payable to "SSCPSPTA" to your class teacher **on or before 20 November 2017 (Monday)**.

A separate notice on the deadline and details for submission of materials for the Yearbook will be issued in due course to students who have ordered the Yearbook.

Please note:-

a. We shall need some school activity group photos of the graduating students taken in their lower grades for inclusion into the general pages of the Yearbook. If you have some in your collection, please save them to a CD or USB and drop it into the PTA box at the school general office or email a link to pta@sscps.edu.hk for us to download.

b. To ensure this Yearbook is of high memorial value, inclusive of your child's and other graduates' materials, and to avoid any delay in production, we would like to seek your kind consent to the following indicated by signing the reply slip attached:-

- The Yearbook is for private collection purposes. Both the PTA and you agree that we do not reproduce or republish any part of it for further distribution in connection with any commercial purposes.
- Please ensure that any requested materials from you/your child will be submitted by the deadline (details to be confirmed later). Materials submitted after the deadline may mean your/your child's materials may not be included in the Yearbook.
- Please understand all or part of the submitted materials shall be published in the Yearbook. If you feel that there are privacy issues relating to the materials (e.g. your/your child's personal data), please do not hand in those materials to us.
- Please understand that all content in the Yearbook is protected by copyright with all rights reserved and owned by the PTA and/or SSCPS.
- Being the chief editor of the Yearbook, please understand the PTA reserves the final edit rights relating to the Yearbook and holds all final decisions on the arrangements and production of the Yearbook.

Please feel free to call Ms. Vivian Lau on 6053 0516 or Ms. Alice Kwok on 6200 3207 if you have any queries.

SSCPSPTA



家長教師會通告第九號 小六畢業紀念冊

致六年級家長：

小學畢業是孩子發展的一個重要里程碑。六年的聖士提反書院附屬小學校園生活，在孩子生命裏留下無窮無盡的美好回憶。家長教師會希望能讓每位學生把畢業這年的美好回憶永遠留念在「畢業紀念冊」裏。

這畢業紀念冊由「共通部份」及「個人精選部份」組成。而「個人精選部份」將有四頁篇幅刊登閣下為子女揀選的照片。欲瀏覽去年畢業紀念冊的電子樣本，請到學校的網站首頁按“2017 Graduation Yearbook”圖標。

畢業紀念冊收費：

於二零一七年十一月二十日(星期一)或前訂購

- 標準裝畢業紀念冊(只有共通部份): 特價 每本\$ 590
- 白金裝畢業紀念冊(共通部份+個人精選部份): 特價每本\$ 660

逾期的訂購(即於二零一七年十一月二十日後訂購) 必需得到印刷商的同意才可，而費用將是原價(即特價的雙倍)。

訂購方法：

請將填妥之回條連同支票抬頭“SSCPSPTA”於十一月二十日(星期一)或前交回班主任。遞交所需材料的指定日期及詳情將另發通告通知已訂購畢業紀念冊的同學。

請注意：

- a. 在製作畢業紀念冊時，我們需要畢業生在低年級時拍下的學校生活團體照片。如閣下有收藏這些照片，請將照片保存在 CD 光盤或 USB 記憶體並交往校務處的家長教師會信箱或電郵連結到 pta@sscps.edu.hk 供我們下載照片。
- b. 為了確保畢業紀念冊有更高的紀念價值並包括閣下子女及其他畢業生的材料，以及為避免製作畢業紀念冊有所延誤，我們現請閣下簽署附上的回條來表示閣下同意下列事項：
 - 畢業紀念冊只作為私人收藏，家長教師會及閣下都不會將任何部分作任何商業性質之再抄襲，再刊發或再分發。
 - 請閣下確保任何閣下及/或閣下子女的所需材料必需於指定日期或前遞交(詳情將另行通知)。逾期遞交閣下及/或閣下子女的所需材料即表示畢業紀念冊可能不可以收錄閣下及/或閣下子女的材料。
 - 請閣下明白我們將會刊登全部或部份閣下及/或閣下子女所遞交的材料。若閣下認為所提交的材料將涉及個人私隱問題(例: 個人資料)請不要遞交該些材料給我們。
 - 請閣下明白畢業紀念冊之所有內容均受版權保護而有關權利均屬家長教師會及/或聖士提反書院附屬小學所擁有。
 - 家長教師會作為畢業紀念冊的主編，請閣下明白家長教師會會保留畢業紀念冊最終的修改權利及擁有所有關於畢業紀念冊的製作及安排的最終決定權。

如有查詢，請致電劉慧雲女士 6053 0516 或郭雅思女士 6200 3207。

家長教師會 謹啟

二零一七年十一月十日

Reply Slip 回條

(Please reply whether you order the Yearbook or not)

(訂購或不訂購畢業紀念冊亦需回覆)

Name of child 學生姓名: _____

Name of parent 家長姓名: _____

Class 班別: _____ Class No 學號: _____

Parent's email address 家長電郵: _____

Parent's telephone 家長電話: _____

I would like to order 我要訂購 (please tick):

() Standard Yearbook at \$590 each x _____ copies Sub-total 小計: \$ _____
標準裝畢業紀念冊, 每冊\$590 x _____ 冊

() Platinum Yearbook at \$660 each x _____ copies Sub-total 小計: \$ _____
白金裝畢業紀念冊, 每冊\$660 x _____ 冊

Total 總計: \$ _____

Bank 銀行: _____ Cheque no. 支票號碼: _____

I decided **NOT** to order the Yearbook and understood that late orders are subject to printer's consent and will be charged at original price.

我決定不訂購畢業紀念冊，亦明白逾期的訂購必需得到印刷商的同意才可，而費用將是原價。

Parent's Signature 家長簽名: _____ Date 日期: _____

Please return this form together with a cheque (if you order) made payable to "SSCPSPTA" to your class teacher **on or before 20 November 2017 (Monday).**

請將填妥之訂購表連同支票(如訂購)抬頭"SSCPSPTA"於十一月二十日(星期一)或前交回班主任。

PTA