



8 August 2011

To: Principal

The Student Health Service (SHS) and the School Dental Care Service (SDCS) of the Department of Health are beginning to enrol primary school students for the new service year. A Joint Enrolment Form has been used and parents just need to fill in one form to obtain both services for their children from November 2011 to October 2012. We hope these two services will complement the promotion of health education by your school.

Arrangements will be made for each student that participates in the SHS to receive his / her annual examination at a designated SHS centre. The centres will be allocated according to the location of each school. SHS will issue appointment letters to participants through the school one month in advance of the appointment date.

Where schools agree, the SDCS will provide a chartered bus service to and from the clinic, during school days, for the participants. For schools in the outlying islands, a bus service will be provided between Central District Pier and the MacLehose Dental Centre, with travel expenses between the outlying islands and the pier being reimbursed at prevailing standard rates.

Please estimate the number of students in your school for the coming year and then collect the required number of joint application and consent forms from your neighbouring school dental clinic (see Appendix for clinic addresses). We will also provide you with an equal amount of information leaflets of SHS and SDCS to attach to each form. If applicable, a soft copy of the list of participants from your school in the previous year (2010/11) will be provided as well. Please remind your staff member who comes to collect the above items to bring the completed Collection Form for us to keep record.

To enrol in the School Dental Care Service, students should return the completed joint application and consent forms to your school together with a fee of HK\$20. (We will contact the parents of non-eligible persons for payment of the balance.) You will be issued with a demand note for the payment of collected fees to the Government Treasury. **On or before 19 September, 2011, all completed application and consent forms together with your school calendar (2 copies), Enrolment Summary CM101, and student list for SHS and SDCS should be returned to the designated school dental clinic for your school.** (Please refer to SDCS website www.school dental.gov.hk for your designated Student Health Service Centre and School Dental Clinic.)

The success of the Student Health Service and the School Dental Care Service depends on your support and cooperation. We appreciate your help and assistance in their administration. If you need further information on the SHS, please call Ms Y.S. Chu on 3163 4600, and on the SDCS, please call Mrs. Gladys Mak on 2892 2157.

Student Health Service and School Dental Care Service, Department of Health