



19 August, 2024

To: Principals of all primary schools

The Student Health Service (StdHS) 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 prepared and parents just need to fill in one form to receive both services starting from November this year to October next year for their children. We hope these two services will complement the promotion of health education in your school.

Arrangements will be made for each student who participates in the StdHS to receive his/her annual health assessment at a designated StdHS centre. The centres will be allocated according to the location of each school. The StdHS 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 for participants during school days. For schools in outlying islands, a bus service will be provided between Central District Pier and MacLehose Dental Centre and travel expenses between outlying islands and the pier will be 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 A for clinic addresses). We will also provide you with the required amount of information leaflets SDCS to be attached to each form for distribution to primary one students and those who join the services for the first time. Please advise your staff to bring along the completed "Collection Form" when they come to collect the above items. In addition, we have also prepared an electronic format of the joint enrolment form for special use by schools if necessary (please [click here](#) to download).

To enrol in the SDCS, students should return the completed Joint Application and Consent Form to your school together with a fee of **HK\$36**. (We will contact the parents of non-eligible persons for payment of the balance.) You will be issued with a demand note for payment of collected fees to the Government Treasury. **On or before 17 September, 2024, all completed Application and Consent Forms together with your school calendar (2 copies), Enrolment Summary CM101 and student list for the StdHS and the SDCS** should be returned to the designated school dental clinic for your school. If applicable, a list of your students who joined the SDCS in the previous year can be viewed on the website of the SDCS. (Please refer to the SDCS website [www.schoolodental.gov.hk](http://www.schoolodental.gov.hk) for your designated StdHS centre and school dental clinic.)

The success of the StdHS and the SDCS depends on your support and co-operation. We appreciate your help and assistance in their administration. For enquiries, please contact the following offices:

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| Student Health Service     | Tel : 3163 4600 |
| School Dental Care Service | Tel : 2892 2157 |

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