

To : Headmaster/Headmistress of
all secondary day schools

12 August 2011

Dear Sir/Madam,

Student Health Service

The objectives of Student Health Service are to promote and maintain the physical and psychological health of students, provide them with preventive health programmes, enable them to gain the maximum benefit from the education system and develop their full potentials. Our scope of service covers body check, health assessment, individual counselling and health education. I would like to invite secondary one to seven students of your school to participate in the service and ask for your assistance in the enrollment exercise for the school year 2011/12.

Each enrolled student will be scheduled for an annual appointment at a designated Student Health Service Centre according to the location of the attending school. name of centre is designated for your students. It's address is address of centre. Appointments will be arranged from November 2011 to October 2012. I should be grateful if you would distribute a package of documents consisting of a "Letter to Parents", a "Notes for Parents", an "Application & Consent Form" and an information pamphlet to each student under your care. A sample of the package is enclosed at Appendix A for your information. The packages for your school are now ready for collection. Please contact the staff of name of centre at centre tel. no. beforehand and then ask your staff to bring along the completed form of "Collection of Enrollment Documents" (Appendix B) for collection during service hours.

Students joining the Student Health Service will be charged according to their eligibility status. The service is provided free to eligible students. Please see "Notes for Schools" (Appendix C) for details. Please kindly assist in completing the "Student Eligibility List" (Appendix D).

We would appreciate if you would return to the designated centre the completed "Application & Consent Forms" from the parents/guardians (including those not agree to enroll), "Student Eligibility List" (Appendix D), "Enrollment Summary" (Appendix E) and a school calendar by 19 September 2011. Please also advise us on the dates which we should avoid fixing appointment dates for your students. Appointment letters will be sent to you for distribution to parents about one month before the appointment date. More details on the enrollment procedures are given in the "Notes for Schools".

With your support, we hope that a happy and healthy development of students can be ensured.

Yours faithfully,

(Dr. K. H. MAK)
Consultant Community Medicine
(Student Health Service)
Department of Health

c.c. Secretary for Education