



12 August 2024

«School Name»

«School Address»

School ID : «School ID»



Dear Headmaster/Headmistress,

Student Health Service

Student Health Service aims to safeguard the physical and psychological health of students through health promotion and disease prevention services, enabling them to gain the maximum benefit from the education system and develop their full potential. The scope of service includes health assessment (including physical examination, growth and puberty assessment when necessary), individual health counselling and health education. We sincerely invite all day school students to participate in the service and solicit your assistance in the enrolment exercise for the school year 2024/2025.

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. Centre Name is designated for your students and its address is Centre Address. Appointments will be arranged from November 2024 to October 2025. Sample of Enrolment documents is enclosed including “Letter to Parents/Guardians” (Appendix A1), “Notes for Parents/Guardians” (Appendix A2), “Application & Consent Form” (Appendix A3), “Enrolment Summary” (Appendix B) & “Notes for School” (Appendix C). The documents will be uploaded to our website on 31 August 2024 and can be accessed via this link:

https://www.studenthealth.gov.hk/english/resources/resources_forms/resources_forms.html.

For enquiries, please contact the staff of Centre Name at Centre Tel.

Students joining the Student Health Service will be charged according to their eligibility status. The service is provided free of charge to students who are “eligible persons”. Please see (Appendix C) for details.

We would appreciate if you could return the completed “Application & Consent Forms” from parents/guardians (including those who do not agree to enrol) & Appendix B and a school calendar to the Centre Name by **17 September 2024**. Please also advise us on the dates we should avoid in fixing appointments for your students. Appointment letters will be sent to you for distribution to parents about one month before the appointment date. Details of the enrolment procedures are given in the Appendix C.

The success of the Student Health Service depends on your support and co-operation. We appreciate your help and assistance.

Yours faithfully,

Dr. Thomas CHUNG
Consultant Community Medicine
Family and Student Health Branch
Department of Health

c.c. Secretary for Education