

Pui Shing Catholic Secondary School

School Circular

Children, obey your parents in the Lord, for this is just.(Ephesians 6 : 1)

No. S006E/25-26

1st September, 2025

Dear Parents,

Parents Letter 2025-26 (September No.1)

1. Coming school important events

- | | |
|-----------|--|
| 1-2/9 | Term Open business & preparation for school clubs recruitment days
(8:00 - 12:35) |
| 5/9 | Term Open Prayer Service |
| 16 – 17/9 | School clubs recruitment week |
| 26/9 | Student Union Election |

2. Term Open arrangement

Term Open business will be taken on 1st September (Monday) and 2nd September (Tuesday) .
The school time for these days is 8:00 am to 12:35pm. **If EDB announces class suspension on 1st September, the Term Open business will be rearranged to 2nd September and 3rd September.**
The school time from 3th September (Wednesday) to 12th September (Friday) will be half-day from 8:00am to 1:30pm as no lunch time is provided and every lesson will last for 30mins.
Normal whole-day class will be resumed on 19th September (Thursday) and the school time is from 8:00 am to 3:30pm, lunch time: 12:35-1:40pm.

3. School Year Opening Prayer Service

Date:	5 th Sept, 2025 (Friday)	
Participating Students:	S.1 to S.3 students	S.4 to S.6 students
Place of Roll Call:	St. Jerome's Church	
Time:	9:00 a.m. to 9:45 a.m	10:00 a.m. to 10:45 a.m.
Remarks:	1. Students must wear summer school uniform. 2. Absent students should apply for leave in E-class.	

4. Extra Curricular Activities Group – 16-17/9/2025 Student Activities Recruitment Week

Students should use Eclass as their platform for activities application, the date for application is from 16/9/2025 (7:30am) to 17/9/2025 (4:00pm).

5. Extra Curricular Activities Group – 26/9/2025 Student Union Election

This year we have 2 cabinets "Harmony" & "Solivagant" applied for election.
The cabinet will start their promotion on 19/9/2025 to 23/9/2025.

Student Union Question & Answer Sections will be held as below:

Date	Time	Venue	Form
19/9	2:20pm – 3:30pm	Hall	Form 4, Form 5, Form 6
23/9	2:20pm – 3:30pm	Hall	Form 1, Form 2, Form 3

The election will be held on 26/9/2025.

6. SBA Arrangements for F6 students (Chinese Language)

F6 students are required to complete the Chinese SBA oral presentation in this school year, together with the written report completed in F5, the total accounts for 15% of the Chinese subject score in the HKDSE. For the sake of fairness, the teacher will ask the students to divide into groups and set a date for the oral recording in advance. If a student is absent due to illness on the assessment day, must have a doctor's certificate in order to be approved to make another appointment. If the student is still absent on the make-up day, it will be considered absent and no marks will be awarded for the oral presentation. Please make sure your children to take the assessment on the designated date, otherwise it may affect the results of the HKDSE. If you have any inquiries, please contact the Chinese Panel Head, Ms. Chan Yin King.

7. Speaking Assessment (Chinese Language)

In view that some new arrival students in our school are not yet accustomed to speaking assessment in Cantonese, we have decided to allow new arrival students in Secondary 1 to choose to use Putonghua for speaking assessment (including daily speaking assessment, examinations and the territory-wide system assessment TSA taken in Secondary 3). Parents should consider that if your children choose to have their speaking assessment in Putonghua, they must submit an application form (which can be obtained from the Chinese subject teacher) and explain the reason on or before 26/9 (Friday), such as if they have been in Hong Kong for less than two years. After consultation with the Chinese teacher, students will be notified of the application results. Parents should consider that once you apply to choose Putonghua as the assessment language, it cannot be changed at will. If you have any inquiries, please contact the Chinese Panel Head, Ms. Chan Yin King.

8. Prevention of the spread of Flu and other infectious disease in school

For the sake of student health, parents are reminded to take their children's temperature before returning to school. Students with symptoms of fever should not return to school and they should seek medical advice as soon as possible. Students are advised to return to school at least two days after the fever has subsided. In addition, the school will take a random sampling every day to measure the body temperature of students to identify students with fever. In order to prevent the outbreak of influenza or other respiratory infectious diseases, no matter with or without respiratory symptoms, the school will immediately inform parents to come to the school to take students with fever (mouth temperature is higher than 37.5°C, or ear temperature is higher than 38°C) back home.

9. MTR Student Travel Scheme (Academic year 2025 / 2026)

In order to facilitate students to apply for the MTR Student Ride Concession Scheme, the relevant application procedures, including new applications and renewal applications has been made electronically. Students need to fill in the online form on the MTR platform through mobile phones or computers, upload student ID and pay the fees as instructed to complete the application. In order to encourage students to use the above-mentioned online platforms, MTR will stop sending hard copy application forms to schools. If students wish to use the hard copy application form, they need to collect the application form at the West Rail Station by themselves, fill in the form with a school stamp at the school office, and submit it to the West Rail Station by themselves.

Online Application: https://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html

10. Details of Household Application Form for Student Financial Assistance Schemes (The School Textbook Assistance (TA) Scheme and Travel Subsidy (STS) Scheme)

“Household Application Form for Student Financial Assistance Schemes” (Household Application Form) is a family-based application form which facilitates families with child(ren) attending primary and secondary school(s) and / or kindergarten(s) / child care centre(s) to apply for student financial assistance.

A. Continuing Applicants

For families with child(ren) attending primary and secondary school(s) (including child(ren) who will be attending Primary 1 in 2025/26 school year) which have successfully applied for financial assistance for primary, secondary and/or pre-primary levels in 2024/25 school year on or before 1 March 2025, the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency will issue an Access Code for getting the pre-filled “Electronic Household Application Form” (E-form) for 2025/26 school year at our e-service platform* or paper-based pre-filled “Household Application Form” for 2025/26 school year to them by batches starting from around mid-March 2025.

Continuing applicants who have submitted the completed application and supporting documents online on or before 31 May 2025, met the relevant eligibility criteria and passed the mean test will receive the provisional School Textbook Assistance and Subsidy for Internet Access Charges (if applicable) for the 2025/26 school year from around July 2025.

B. Other Applicants

Other applicants (including new applicants) may access the SFO E-link* on or after 2 May 2024 to use the E-form and submit online or use paper-based application form to submit their applications.

* 「SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Levels)」

https://ess.wfsfaa.gov.hk/essprd/jsp/gen/login_redirect.jsp?language=en



Video on how to complete / submit the E-Form is available on the following website and QR code:





Video – How to complete / submit the E-Form on Household Application for Student Financial Assistance Scheme

https://www.wfsfaa.gov.hk/en/household_youtube.htm#v3



The Working Family and Student Financial Assistance Agency has sent the consolidated application forms for the Student Financial Assistance Schemes to schools. However, due to limited quantities, all forms have been distributed. Applicants may download the application form from the following website or obtain a copy from a District Office Public Enquiry Service Centre:

Link: <https://www.wfsfaa.gov.hk/en/sfo/primarysecondary/tt/forms.php>


Application Form and Documents			
Document Number	Document Name	Paper-based Application	Electronic Application
SFO 7B ^A	Household Application Form for Student Financial Assistance Schemes		-
SFO 75B(1) ^A	Guidance Notes		
SFO 75B(2) ^A / SFO 75B(E)	Notes on How to Complete and Return Household Application Form (including Sample I: Income Certificate; Sample II/III: Profit & Loss Account; and Sample IV: Self-prepared Income Breakdown)		

Complete and submit the Paper-based Household Application Form for Student Financial Assistance Schemes, together with copies of relevant supporting documents, to Tsimshatsui PO Box 96824 by post.

Home Affairs Department Enquiry Centre:

Enquiry Centre	Address	Telephone No.	Office Hours Monday – Friday (Except Public Holidays)
Tuen Mun Home Affairs Enquiry Centre	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, N.T. 	2451 1151	9:00 am – 7:00 pm
Yuen Long Home Affairs Enquiry Centre	G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, N.T. 	2474 0324	9:00 am – 7:00 pm

In addition, if the applicant wishes to obtain the results of the application before the commencement of the 2024/25 school year, the completed 2024/25 year's comprehensive application form and the relevant supporting documents must be returned directly to the Student Financial Assistance Agency within May 2024. If you have any inquiries, please contact Ms. Siu at the school office or call the Student Financial Assistance Agency 24-hour hotline at 2802 2345 or visit our website (<https://www.wfsfaa.gov.hk/en/sfo/index.htm>)



Smart tip :
Applying Online is the most convenient.
 All you need is a Mobile Phone!

- No more hassle of submitting application in person or by post
- Saves money on postage and photocopying
- Submitting documentary proof is easy
(just use your mobile phone to take photos and then upload!)
- You can check application progress anytime and anywhere

11. How to open/use a PPS Account

To facilitate our parents to pay all sorts of school's miscellaneous charges, covering a wide range of incidental expenses and activities such as camps, overseas or mainland trips, workshops, games and staff run extra-curricular activities, etc. We accept online value-added (by phone or by internet) to the student smart card through PPS, our school's **PPS merchant code is 「9857」**。 PPS will charge HK\$1.0 for each value added transaction。 Please refer to following PPS web links on how to open a PPS account and payment procedures:

a. Step 1 : Open a PPS Account

Bring along your ATM card or credit cards with ATM function to one of our easily accessible PPS Registration Terminals to open your PPS Account.

Open PPS Account : <https://www.ppshk.com/hkt/revamp2/English/NewToPPS.html>

PPS Registration Terminals : <https://www.ppshk.com/hkt/prt/Web/en/>

b. Step 2 : register and Use PPS

i. Use PPS by Phone

Link : <https://www.ppshk.com/hkt/revamp2/English/HowToUsePPSp.html>

ii. Use PPS by Internet

Link : <https://www.ppshk.com/hkt/revamp2/English/NewToPPSi.html>

**** Remarks :** Each e-Bill account only need to register once. https://www.ppshk.com/index_e.html。

If you have any questions about invoices and payments, please contact the School General Office at 2445 0800.

12. Student Activity Support Grant Application

- a. The school pays much emphasis on students' well-being and their overall development as well as their academic achievements. Hence, we provide a full range of extracurricular activities to enhance their individual strengths. To encourage our students to participate in different extracurricular activities, we offer our support to families with financial needs with this grant subsidized by the Education Bureau. All applications made by our students are welcomed.
- b. Please refer to our school's " Electronic Students' Handbook " for application procedures.
- c. We wish to keep record of students' status for the application
- d. Besides accepting application from students who are fully subsidized by the Student Financial Assistance Agency, we welcome applications of students with other means of financial needs. For every application made, parents must state the family's financial status and the reasons for applying (refer to attachment 1).
- d. Parents must submit relevant documents regarding their family financial status to the school along with the application form or reply slip by 12th September, 2025. All documents will be kept confidential.
- e. If parents receive the relevant documents after replying to this curricular, please submit the documents to your class teachers as soon as possible to avoid any delays in processing your application. If parents wish to make enquiries, please contact our ECA teacher-in charge, Ms. Wong Nga Mei, on 2445 0800.

13. Lunch arrangement for junior form students

1. All S1 to S3 students are required to have lunch at school from 15th September. Students can either make their order with the supplier at the tuck shop counter or bring their own lunch box to school. The price for the lunch meal is \$32 per lunch box this year.
2. Students received the order form in September and should make their order on or before 9th September, 2025 at the tuck shop counter.
3. All S1 to S3 students have to place their monthly order using the order form provided by the lunch box supplier.
4. The lunch provider by our school's catering supplier every day is based on the recommendations of professional nutritionists and meets the requirements of a balanced and healthy diet.
5. The order form will be distributed to students each month. Class teachers will remind all the S1 to S3 students to make their order for lunch meal and collect the order forms together with the fee for the supplier each month.
6. Parents are welcome to refer to page 4 of the electronic handbook or contact the corresponding class teachers to learn more about the lunch arrangement for junior form students and the request for refund.

14. Enrollment of the Student Health Service (2025-2026) by the Department of Health

Students from Secondary 1 to Secondary 6 who intend to apply for the complimentary Student Health Service, provided by the Department of Health, may submit their application forms electronically via the designated online platform. The submission period is from September 8 to September 21, accessible through the hyperlink provided below.

<https://eenrol.clinical.dh.gov.hk/OnlineBookingWeb/#/stdhs-eeenrol/spa/spa-eeenrol/form/df9bf9cdac3204da460176604a8c9ab7d440a781462ff0d13573cf4ea4b4b011>

For details, please refer to Appendix A1,A2.

15. Policy on E-learning on Electronic Device for E-learning Mode

Our school has been promoting E-learning for long. By dint of “BYOD” suggested by EDB, we ensure all students have tablet computers so as to ameliorate their equipment for E-learning. Through using electronic devices (i.e. I-pad), students can study in a comfortable, flexible, pleasant and attentive way.

To avoid distraction from studies and visual problems caused by using smart phones for long time, all students are required to put their mobile phones in the designated lockers before the morning assembly. They can take their phones back when they leave school. When students store their phones, they will lock their phone themselves first. Then, their form teachers or teachers of disciplinary team will lock the whole cabinet so as to guarantee the safety of the phones of the students. At the same time, students are allowed to bring their tablet computers (i.e. I-pad) to school in order to fulfil the necessity of carrying out E-learning in the lessons.

If you have any enquires, please feel free to contact the Vice-Principal Ms Leung Shuk Man at 24450800.

16. Matters concerning application for sick leave

For the situation that students feel unwell, Parents / Guardians should apply for leave through **E-class Parent apps**, or they can contact school office on 2445 0800 between 7:30am and 8:00am. After their class resume (within 3 days), they should complete the application for leave. Otherwise, it will be seen as “not completing the procedure for leave”.

17. Arrangement for leaving school under Extreme Weather and Extreme Conditions (eg. when the HK Observatory announces Typhoon No. 3 or above Signal / Red or Black Rain Storm Warning Signal)

Under Extreme Weather and Extreme Conditions, such as when The HK Observatory may announce Typhoon No. 3 or above signal Or Red or Black Rain Storm Warning Signal during school time. When the weather is not safe for the students, the Education Bureau will then announce school closure. Then, it might cause administration chaos if we do not know whether you will be able to come to school and pick up your children. So, please indicate in the reply slip your choice of letting your children to leave the school themselves or wait for you to pick them up. The school will follow your choice and help your children if they stay at the school and wait for your pick up.

18. Student Regulations

Our school puts a great emphasis on fostering students' virtues, we also expect our students to be diligent and responsible, tidy and obedient, respectful to teachers and seniors and loving their fellow schoolmates. With continuous parents' support, cooperation and supervision, our students can follow the school rules diligently. Since teenagers may not be mature enough, it is inevitable for them to make mistakes. To teach students who violate the school rules, our school not only offers advice and support to them, both the Discipline Team and the Counselling Team will give those students impartial and reasonable punishment in order to let them learn from their mistakes, bear their responsibilities and improve themselves. Attached to this circular with the "Student Regulations" (See attachment below. Please also read the "E-handbook" p.6-23). Please kindly remind your child to follow the school regulations.

19. About "School Personal Data Privacy Policy" and using student data for educational purposes

Under the 《Personal Data (Privacy) Ordinance》, our school has the responsibility to protect the privacy of personal data, and will fully implement and abide by the principles of data protection, as well as the relevant provisions of the Ordinance. Please refer to the "Personal Data Collection and Privacy Policy (Students and Parents)" document. In addition, for educational purposes, the school will quote results (including name and class), awards, student achievements such as homework, pictures and works, student life snapshots (including video clips and photos), etc., of some student for classroom learning purposes, or in school publications, or exhibited on campus and uploaded to the school website, etc. Regarding the above information, if you have any inquiries, please contact Vice Principal Miss.WK Wong.

20. Checking and updating personal information

In order to ensure the accuracy of students' personal information so as to maintain effective communication between parents and school, the school will send students' personal information to parents for verification and update during the start of school year. Parents are asked to sign to confirm or correct the information that needs to be updated in red pen, and return to the school for further follow-up.



Mr. Kwok F. W.
Principal

Reply Slip

Dear Principal,
Having read the above parents letter, I

1. know the school important events and holiday arrangement and I will encourage my child to participate.
2. know the Term Open arrangement.
3. know the details of School Year Opening Prayer Service.
4. know the details of Extra Curricular Activities Group – 16-17/9/2025 Student Activities Recruitment Week.
5. know the details of Extra Curricular Activities Group – 26/9/2025 Student Union Election.
6. know the SBA Arrangements for F 6 students (Chinese Language).
7. know the Speaking Assessment (Chinese Language).
8. know the need of helping the Prevention of the spread of Flu and other infectious disease in school.
9. know the application for MTR Student Travel Scheme (Academic year 2025 / 2026).
10. know the Details for Household Application Form for Student Financial Assistance Schemes
(The School Textbook Assistance (TA) Scheme and Travel Subsidy (STS) Scheme).
11. know the open/use a PPS Account.
12. know the Student Activity Support Grant Application and
 - ☐ I would not like to apply.
 - ☐ I would like to apply, because
 - ☐ my child is now receiving full grant under School Textbook Assistance Scheme (full grant),(STAS-Full).
 - ☐ I am now receiving "Comprehensive Social Security Assistance" (CSSA),
my file number is:_____.
 - ☐ my child is now receiving full grant under School Textbook Assistance Scheme (half grant),
(STAS-Half) / I am experiencing financial difficulties and would submit proof of my financial
status. Additionally, I will state the reason for each of the application.
13. know the lunch arrangement for junior form students.
14. know the arrangement of the Enrollment of the Student Health Service (2025-26) by the
Department of Health.
15. know the New Policy on E-learning on Electronic Device for E-learning Mode.
16. know the Matters concerning application for sick leave.
17. know the Arrangement for leaving school when the HK Observatory announces Typhoon No. 3 or
above Signal / Red or Black Rain Storm Warning Signal. when the HK Observatory may announce
Typhoon No. 3 or above signal Or Red or Black Rain Storm Warning Signal during school time, I
would like
 - ☐ my child to go home himself/herself.
 - ☐ my child to stay at school and wait for me to pick him/her up.
18. know the Student Regulations .
19. Know the "School Personal Data Privacy Policy" (Please contact Vice Principal Miss Wong for
enquire.)
20. know the Checking and updating personal information .

Name of student: _____ Class: _____ No.: _____

Parents' signature: _____

Parents' name: _____

Date: _____

Pui Shing Catholic Secondary School
Personal Information Collection and Data Privacy Policy (Students and Parents)
(Revised on 21 January 2025)

Pui Shing Catholic Secondary School (“the School”) is committed to observing the Personal Data (Privacy) Ordinance so that the privacy of individual students and their parents and/or guardians would be guaranteed. The School would adopt reasonable and practical steps to protect and process all personal information according to and in compliance with the Personal Data (Privacy) Ordinance regarding data privacy, confidentiality and security.

1. Categories of personal data of students, parents or guardians held by the School

The School will collect the following two categories of personal data only.

They are:

- Student records, which include personal data, academic attainments, photos, sound and video recordings in the School (or in collaboration with other educational institutions or organizations) of every current and former student;
- Parent or guardian records, which include the contact information of every current and former student's parents or guardians.

2. Retention of personal data

The personal data of students and their parents and/or guardians will be retained no longer than necessary. The School shall take all practicable steps to erase personal data that is no longer required for the purpose for which the data is used unless erasure is prohibited by law or is not in the public interest. Only authorized staff can access the personal data for a specified purpose under legal and reasonable circumstances. Such data are required for fulfilling students' requests and/or organization responsibilities in the provision of credible student transcripts.

3. Purposes of the use of personal data

- Parent or guardian data for the purpose of communication between parents and the School;
- Student records for academic and administration purposes, which include admission registration, academic attainments, conduct, service and activities records, public examination result(s), scholarship and financial assistance records, student counselling, career development, alumni affairs and data collected by the School Sponsoring Body or its member schools for educational research and data analysis.
- Other personal records (including photos, sound and video recordings, homework and assignments) for various purposes according to the nature of the personal data being collected and the purposes of the collection being specified, which include the administration work of the provision of school services and activities, handling of admission applications, school promotion and student training activities, procurement of services, consultations and the handling of legal and appropriate enquiries from the public.

4. Transfer of personal data

The School will only transfer personal data to others if prior authorization is received. The School may disclose and/or transfer personal data, only for the specific purpose(s) made known to the information provider upon (or before) the collection of personal data, to the Education Bureau, Hong Kong Examinations and Assessment Authority, government departments for legal collection of information, our School Sponsoring Body (mainly for the purpose of educational research and data analysis), etc. Any third party to whom the personal data are disclosed and/or transferred has a legal obligation to keep such personal data confidential.

5. Accuracy of personal data

The School will adopt proper procedures to maintain the accuracy, integrity and relevancy of personal data collected at a reasonable level and in compliance with the purpose(s) of the personal data being collected. The School will ensure that the personal data of information providers are accurate and up-to-date. However, this relies much on the information provider to provide the School with accurate data and notify the School of any errors or changes in such information.

6. Access and update of personal data

The information provider and his/her authorizer have the right to access, update or amend his/her personal data. Please contact the School General Office for details.



What do rainstorm warning signals mean to you?

Education Bureau

What do rainstorm warning signals mean to you?

When an  **AMBER** rainstorm warning signal is in force

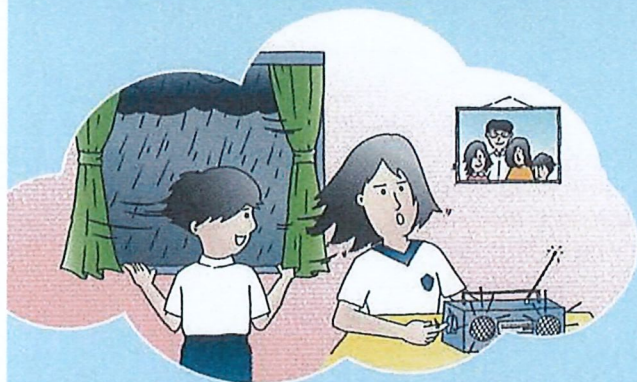
All schools operate as usual unless advised otherwise by the Education Bureau.

Please pay attention to radio or TV announcements about updates on weather, road and traffic conditions.

When a  **RED** or  **BLACK** rainstorm warning signal is in force

If a signal is issued during the following periods, it means that students **need not attend school**.

At or after 5:30 am and before 8:00 am	AM and Whole-day Schools
At or after 10:30 am and before 1:00 pm	PM Schools



- Students who have not left for school should stay at home.
- Schools should keep their premises open until the end of normal school hours and implement contingency measures, including arranging staff to look after those students who have arrived at school.
- Parents need not pick up their children immediately.
- If students are aware of class suspension announcement on the way to school, they should decide whether to continue their journey to the school in light of rainfall and road, slope or traffic conditions.
- Students who have arrived at school should stay there until it is safe to return home.

If a signal is issued during the following periods,
it means that students should **continue with their lessons**.

At or after 8:00 am

AM and Whole-day Schools

At or after 1:00 pm

PM Schools



- Students should continue with their lessons until the end of normal school hours and return home when the conditions are safe.
- Parents need not pick up their children immediately.

Points to note:

- Parents and students should pay attention to radio or TV announcements about school and public examinations in the event of rainstorms.
- In the event of unfavourable weather, road or traffic conditions, parents could exercise their discretion when deciding whether to send their children to school.
- Schools will make allowance for students who are late owing to inclement weather or absent on their parents' advice.
- School bus drivers should pay attention to radio announcements about rainstorm updates, and ensure that students are taken to a safe place, usually the school they attend, unless road or traffic conditions are unfavourable.

Education Bureau

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09/2018

香港特別行政區政府

衛生署

學生健康服務總部

九龍觀塘啓田道 99 號

藍田分科診所 4 樓

電話：3163 4600



The Government of the Hong Kong
Special Administrative Region
Department of Health
Student Health Service
Head Office
4/F Lam Tin Polyclinic, 99 Kai Tin Road,
Kwun Tong, Kowloon.
Tel. No.: 3163 4600

8 September 2025

Dear Parents/Guardians,

Student Health Service “Online Enrolment Programme 2025/2026”

The objectives of the Student Health Service are to safeguard both physical and psychological health of students through health promotion and disease prevention services. Our scope of service covers health assessment which includes physical examination, growth and puberty assessment when necessary, individual health counselling and health education. Student Health Service is free of charge to students who are “eligible persons” (Please refer to “Notes for Parents/Guardians” for eligibility). You may refer to our webpage (www.shs.gov.hk/healthprog.pdf) for details of our health programmes.

We are now conducting enrolment exercise for the 2025/2026 school year. Annual health assessment is provided for all primary and secondary day school students. The service period spans from November 2025 to October 2026. We would like to invite your child to participate in our service.

Your school will distribute the following documents to you:

1. Designated access link / QR code,
2. “Notes for Parents/Guardians” (Appendix A2) and
3. Registration Guide (For Parent and Secondary School Students)

Please online submit the completed form from 8 September to 21 September 2025 and refer to the Registration Guide (For Parent and Secondary School Students) (<https://youtu.be/LdWd7KBTsfU>) for details of the online enrolment procedures.

Enrolled students will be given an annual appointment at a designated Student Health Service Centre. The Centre designated for your child is Yuen Long Student Health Service Centre at 1/F Yuen Long Jockey Club Health Centre, 269 Castle Peak Road, Yuen Long. An appointment slip will be sent to you through the school approximately one month before the appointment date.

Please bring along your child’s identity document for checking while attending our centre. Service may not be provided if there is no identity document on the date of appointment and rescheduling of appointment is required. If free bus service is provided by us, please let your child bring the identity document on the date of appointment.

For further details of the Student Health Service, you may browse the Student Health Service website (www.studenthealth.gov.hk).

For enquiries, please call Yuen Long Student Health Service Centre at 2476 0500 / 2479 3057.

Yours faithfully,

Dr. CHUANG Shuk-kwan
Consultant Community Medicine
Family and Student Health Branch
Department of Health

Notes for Parents/Guardians

Please take note of the followings:

1. The Student Health Service provides services for all primary and secondary day school students. Services provided include health assessment and health education. Please refer to “Student Health Service” webpage (www.shs.gov.hk/healthprog.pdf) for details of the health programmes categorised by grade.
2. The Student Health Service is a health promotion and disease prevention programme. Students who need therapeutic service may consult the General Out-Patient Clinics of the Hospital Authority or private practitioners. **For students with academic problems, they or their parents should seek advice from teachers or student guidance officers.**
3. **Please bring along students’ identity document for checking while attending our centre. Service may not be provided if there is no identity document on the date of appointment and rescheduling of appointment is required. If free bus service is provided by us, please let your child bring the identity document on the date of appointment.**
4. Student Health Service is provided free to students who are “eligible persons” and may obtain relevant documentation relating to the students from the students and their parents/guardians for the verification of their eligibility status for fee-determination purpose. Students with one of the following valid identity documents belong to “eligible persons”:
 - i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
 - ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
 - iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
 - a. unconditional stay in HKSAR has been granted
 - b. the holder is permitted to remain until (date) and provided that the holder is not a visitor and has not overstayed in Hong Kong
 - iv) HKSAR Passport
 - v) HKSAR Re-entry Permit
 - vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
 - vii) Travel documents with one of the following labels /stamps issued by the Immigration Department:
 - a. “The right to land in Hong Kong”
 - b. “The holder was permitted to land”
 - c. “Previous conditions of stay are hereby cancelled”
 - d. “Eligibility for Hong Kong permanent identity card verified”
 - e. “Certificate of Entitlement to the right of abode in HKSAR”
 - f. “Unconditional stay” (subject to further checking)
 - g. “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder is not a visitor and has not overstayed in Hong Kong (subject to further checking).
 - viii) Certificate of Exemption
 - ix) Consular Corps Identity Card

Students who are “non-eligible persons”, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (the prevailing rate is HK\$615). Students have to provide relevant identity documents for checking of their eligibility for free service. For eligibility of the rates of charges applicable to “eligible persons”, please refer to the Gazette Notice 5114.

5. Students will be given an annual appointment of approximately 90 minutes for health assessment and health education at a designated Student Health Service Centre. The health assessment will be conducted in either English or Chinese as appropriate but not in any other languages. The service hours of the centre are 9 am to 1 pm and 2 pm to 6 pm from Monday to Friday (except public holidays) (**Tai Po Student Health Service Centre is closed on Wednesday**).
6. You are invited to accompany your child on the appointed date. Student Health Service Centre may contact you at the given phone number during or after the appointment if you cannot accompany your child. In exceptional circumstances where we could not reach you. We may seek support from school to contact you.
7. Parents and children are most welcome to make use of the Health Education Infoline 2833 0111 provided by the Department of Health or browse the Student Health Service website www.studenthealth.gov.hk for information on Student Health Service.
8. If you have any enquiries, please feel free to contact the designated Student Health Service Centre during service hours.

