Annex 15

# Special Notice to Parents (Sample 1)

Date

Dear Parents,

Our school was informed by the police this morning that one S5 student of our school was found lying on the podium of his residential building last night. He was sent to a hospital and was subsequently certified dead. All of us feel deeply saddened and sorry for the loss. The school has immediately activated the School Crisis Management Team. Educational psychologist, school social workers and teachers will continue to provide emotional support to students in need, so as to clear up their doubts and ease their emotions.

We hope you will pay special attention to the needs of your children during this period. Please listen to them, let them talk about their feelings and show them care and support. If needed, please contact class teachers, school social workers, or school general office (Tel ).

Yours faithfully,

School Principal

XXX Secondary School

(Remarks: Information of other social service organisations of the district is attached for your reference.)

**Telephone Hotlines**

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| Health Bureau (Mental Health Support Hotline): | 18111 |
| Social Welfare Department: | 2343 2255 |
| Hospital Authority Mental Health Direct: | 2466 7350 |
| Suicide Prevention Services: | 2382 0000 |
| Richmond Fellowship of Hong Kong: | 3512 2626 |
| The Samaritan Befrienders Hong Kong: | 2389 2222 |
| The Samaritans: | 2896 0000 (Multi-lingual services) |
| Caritas Family Crisis Line: | 18288 |