Annex 16

# Special Notice to Parents (Sample 2)

Date

Dear Parents,

The school received a call from the police at 7:30 this morning and was notified that three of our P.6 students had traffic accidents on their way to school and were injured. They have been sent to a hospital and are now in stable condition. We have expressed our concerns and offered our assistance to their families. The police are investigating the incident at the moment.

 In response to this student injury incident, the school has immediately activated the School Crisis Management Team. Educational psychologist, school social workers and teachers will continue to provide counselling and support to students who are emotionally disturbed. The school will pay close attention to the injured students and all students in school. Follow-up actions will be taken when needed.

 We hope you will pay special attention to your children’s needs during this period. Please listen to them and let them talk about their feelings and comfort them. At the same time, please communicate with your children to understand their needs and show your care. Please call the class teacher or the school social workers, or school general office (Tel ) if needed.

 Yours faithfully,

 School Principal

 XXX Primary 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 |