1st Jan 2021

Dear <<Housemaster name>>

I am writing to you in regards to my child’s latest travel arrangements.

Due to the latest Hong Kong government restrictions, our flight is now cancelled and

Our new flight is scheduled on <<date>>

Or

We do not have any new flight and waiting for the airline updates

We are unable to travel back to the UK for the beginning of term, and we shall inform you as soon as we have any news.

Or

We are unable to travel back to the UK for the beginning of term, and plan to return after February half-term

Or

We are unable to travel back to UK for the beginning of term, and plan to return next term in April.

We would like to ask for fees discount, on the basis that we will miss out from education from the UK without being at fault.

Thank you for your attention.

(Name)

Parent of (Student name)