



28 September 2016

Dear parent

Headteacher: Mr R Halls BA (Hons) QTS NPQH

## ELECTION OF A PARENT GOVERNOR

There is one vacancy for a parent governor on our governing body. The following parents have been nominated:

**Anna Coleridge**  
**Laura Gosling**

A ballot paper is attached, together with a personal statement from each candidate.

Only the parents of a pupil currently registered at the school may vote.

For the purpose of the election of a parent governor:

"Parent" is defined for the purposes of the Constitution Regulations as including "any individual who has or has had parental responsibility for, or cares or has cared for, a child or young person under the age of 18". It includes a person who the child lives with or who looks after the child, irrespective of what their relationship is with the child. The reference in the definition must be someone involved in the full-time care of the child on a settled basis.'

*Guide to the law, Chapter 3, paragraph 4.*

### Here's what to do:

1. Place a **X** against **one** name.
2. Put the completed ballot paper in a blank envelope and seal it.  
**DO NOT SIGN EITHER THE BALLOT PAPER OR THE ENVELOPE.**
3. Put this envelope in another envelope.
4. On the second envelope write your name in BLOCK LETTERS and your signature.
5. Return it to the school office by **12 noon** on **Thursday 6 October 2016**.

We will record the fact that you have voted and then place the unmarked envelope in the ballot box.

The votes will be counted at school immediately after the close of the election, in the presence of the candidates and Luisa Clarke, a governor of the school. In the event of a tie, we will toss a coin.

We will notify you of the result as soon as possible.

Yours sincerely

Mr R Halls  
Headteacher and Returning Officer