

Dear Parents/Carers

Nominations for the Parent Governor vacancies closed at **12 noon on Weds 13<sup>th</sup> October**. There were **four nominations** for the one vacancy so an election will be held and will **go live on Thursday 14<sup>th</sup> October from 9am until 9am on Tuesday 2<sup>nd</sup> November**. Candidates' statements are posted on the website, attached to this letter and hard copies are also available upon request from Main Reception

We are using SurveyMonkey for this election which guarantees that voting is completely anonymous but allows only one parent/legal guardian to vote per email address. (Note – anyone with legal responsibility for a child is entitled to vote). **This method can only be used by our first priority contact** (often the second priority contact is a grandparent or a neighbour and not a parent) so the **second legal parent/guardian will have to vote on paper**. This also applies **if two legal parents share an email address – only one can use SurveyMonkey to vote. The second must vote on paper**. If you are a first priority contact and would like to vote electronically, please look out for the **email from SurveyMonkey to be sent at 9am on Thursday 14<sup>th</sup> October** and **check your spam/junk folder just in case**.

For those voting on paper, you can **print off the attached ballot paper at home, call in to Main Reception** or **call the school** on 01451 820554 and **request a hard copy** of the ballot paper and statements. We can give it to your child to bring home or post it as preferred. Hard copies should be **returned to pupil reception** using the **double envelope system** – seal your ballot paper in an unmarked envelope and then put this envelope in a second outer envelope with your name on. These will be separated and the inner envelope put in the ballot box ready for counting when voting closes. This system **allows us to ensure that only one vote is cast by each parent but guarantees anonymity**.

**EACH legal parent/guardian is entitled to ONE choice, irrespective of whether they have one or more children at school**. All votes will be kept secure and unopened until the count which will take place **on Tuesday 2<sup>nd</sup> November at 11am**. The result will be conveyed to the candidates by **3pm on Tuesday 2<sup>nd</sup> November** and announced on the website by **3.30pm Wednesday 3<sup>rd</sup> November** latest.

Yours sincerely

Fran Hudson  
Clerk to Governors