

18<sup>th</sup> June 2010

Dear Parent / Carer

A vacancy exists on our school's governing body. I am writing to inform you of the election arrangements and to invite you to stand for election. Parent governors are appointed for a period of up to four years, irrespective of whether their children remain in school during that period.

Parents who are willing, and eligible, to stand as a candidate for election may obtain nomination forms from the school office. The nomination form then needs to be signed by the candidate and two other parents. Parents of all children currently registered at the school are entitled to stand for election or to nominate others. For these purposes 'parent' includes a step-parent, guardian or other persons having parental responsibility. Please note that if you are employed at this school for more than 500 hours in the year (i.e. more than one third) you are not eligible to put yourself forward for election. You will, however, be entitled to vote in the election.

A completed nomination form must be returned to the school no later than 28<sup>th</sup> June 2010. It would be helpful if candidates would submit a brief statement about themselves (approximately 100 words). This will be distributed to all parents to help them to make their decision when voting.

As soon as possible following the closing date for nominations all parents will be sent a ballot paper giving details of each of the candidates. Parents will be asked to indicate their preference as appropriate and return the ballot paper to the school office no later than the date shown. To comply with statutory regulations the ballot will be conducted in secret.

All candidates will be invited to attend the count although it will not be invalidated due to inability to attend.

The results of the ballot will be posted on the school notice board and school website immediately following the count.

Yours sincerely,

Alexander Timms  
Headteacher