



25<sup>th</sup> January 2016

Dear Parent / Carer

### Parent Governor Election

I wrote to all parents recently to invite nominations for the two vacancies for a Parent Governor. There are 3 nominations so this means that it is necessary to hold an election. Details of the nominees are enclosed.

I enclose a ballot paper. You are entitled to one vote for each vacancy. This means that you can vote for two of the candidates. You should vote by marking a single "X" alongside the name of each of the two parents you support.

Two envelopes are have been supplied. This is so that your vote can be kept confidential. Once you have marked the ballot paper you should place it in the smaller envelope and seal it. Please do not mark this envelope. This envelope should then be placed back in the original (larger) envelope which you should also seal. On the outside of the larger envelope please print your name and the name of your child/children who attend the school.

Envelopes should be returned to school reception by **NOON** on **THURSDAY 11<sup>TH</sup> FEBRUARY**. Late votes will not be counted

When the envelopes are received, the details you have put on the outside of the larger, printed envelope are checked to make sure that you are entitled to vote. The larger printed envelope will then be opened and the smaller envelope taken out and placed, unopened, in the ballot box. This ensures that there is no way of telling who voted for whom.

Once the votes have been counted, the result will be posted on the front page of the school web site and included in the newsletter.

Yours sincerely

Janet Beater  
Clerk to the Local Governing Body of Vyners School

Supplied: 2 x Envelopes / 1 x Ballot Paper / Details of three candidates

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Headteacher