



OLD PALACE PRIMARY SCHOOL



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6th February 2017

Dear Parents/ Carers

We have received six nominations for the school's Parent Governor Vacancy, so as mentioned in the original letter, elections will be held on **Thursday 9th February**. Parents will be able to vote from **8.00-10.00am** and then again from **2.00-4.00pm**.

Where both parents have been named as having parental responsibility, each will be eligible to one vote. That means that for most of our families, mum will have one vote and dad will have one vote. Parents with more than one child at the school, still only have one vote each.

The election will be a secret ballot. Each person wishing to vote will be asked to enter a cross on a ballot paper next to the person they wish to vote for. The ballot paper will then need to be folded and placed in a ballot box. To ensure that the election is carried out fairly, parents will be required to bring proof of address with them (utilities bill or council tax bill). Once the proof of address has been checked, they will be provided with a ballot paper and their name will be crossed off the electoral list, to ensure that they are unable to vote again.

A Returning Officer will be appointed by the Governing Body and it is their job to make sure that the election and count are carried out correctly. They will check that the ballot boxes are not tampered with and will be present when these are opened and the votes are counted. The votes will be counted from 4.15pm onwards and the candidates are invited to be present while this takes place should they wish to attend.

Nominations have been received from the following parents:



Mr Shakotul Ambia
Child in Reception

Ms Gulshan Begum
Child in Year 5

Mr Nasir Uddin
Child in Reception

Mrs Yarun Nehar
Child in Year 5

Mr Waiseul Islam
Children in Y3 & Y5

Mrs Asma Islam
Children in Y3 & Y5

A photograph of each nominee, together with their supporting statement, have been displayed on the Parent Notice Board. Each nominee will also have an opportunity to speak for five minutes at **Wednesday's coffee morning**, which will take place **from 9.10am onwards** in the dining hall. We hope that as many parents as possible will be able to attend.

Parents will be notified of the result of the election by text on Friday 10th February.

Yours faithfully,

Headteacher



Headteacher: Mr G. Palmer BA (Hons)
School Business Manager: Michele Walsham