

22 October 2018

Dear Parent/Carer

Election of Parent Governor at Westfield Academy

I am writing to advise you that there were more nominations than vacancies for the recently advertised post of Parent Governor. Therefore a ballot will take place. You will find a ballot paper attached (one per parent).

How to vote:

Place an X in the right hand column against the candidate of your choice. No other distinguishing marks of any kind should be made on the ballot paper.

- You may not vote more than once per candidate.
- Only parents/carers of registered students at the school are eligible to vote
- No parent/carers is entitled to complete more than one ballot paper (irrespective of the number of children at the school).
- Please return the ballot paper by 2:00pm on Friday 26 October 2018.

Ballot papers should be placed in a sealed envelope and should not contain the name of the sender. Ballot papers can be returned by post to Mrs L Jeffreys, Returning Officer, or via your son/daughter directly to Student Reception. Whichever method is adopted, no ballot paper will be counted unless it is delivered to Westfield Academy by 2:00pm on Friday 26 October 2018.

The results of the ballot will be published on the school website immediately after the count.

Yours faithfully

Mrs L Jeffreys
Returning Officer



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