



16 September 2021

Dear Parent/Carer

My letter dated 3 September 2021 informed you that we needed to hold an election for one Parent Trustee and invited nominations. We have received three nominations and therefore need to proceed to the election process. The following documents are attached and are also available on the school website (www.range.sefton.sch.uk).

- (i) Candidate Information Sheet
- (ii) Ballot Paper

N.B. If you don't want to print a ballot paper, they are available for collection by your child at the main Reception.

Please read the information about the candidates (attached) and the election process (below) carefully before completing and returning your ballot paper to school. Completed ballot papers, using the two envelope system (see below), must be returned to school and placed in the ballot box (situated in the main entrance foyer) by **12 noon on Monday 27 September 2021**. The vote will be counted during the afternoon of **27 September 2021** after which the result will be displayed on the school website.

Casting Your Vote

1. Each person entitled to vote in the Parent Trustee election has a single vote (no matter how many children they have at the school) – **in this case, there is one vacancy**.
2. Place a cross in the box next to the person for whom you wish to vote for. **Do not write anything else on the ballot paper**.
3. When you have completed the ballot paper, place it inside an envelope and seal it. **Do not mark that envelope in any way**.
4. Place the unmarked, sealed envelope in another envelope which you then seal, sign, print your name, your child's name and tutor group on it.
5. Return the completed form in its envelopes to school before the closing time/date of the ballot and ensure that it is placed in the ballot box to await the end of the voting period.

The process described above may seem complicated but it has been designed to ensure that the ballot is secret whilst allowing only those entitled to take part in the election to vote. Ballot papers returned not using the above process will not be counted.

Please use your vote. The work of the Parent Trustee is extremely valuable to this school.

Yours sincerely

M McGarry
Headteacher/Returning Officer for Trustee Election