



Tring School

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12 October 2011

Dear Parent

Election of Parent Governor – Voting Procedure

Further to my letter regarding parent governor nominations, the following have been nominated for the **one** parent governor vacancy on the Governing Body.

Mr Alastair Durno

Mr James Foskett

Mrs Kate Farley

Mr John Haigh

Details of the candidates and ballot paper are attached. Please note that only the parents of students currently registered at the school may vote. Each parent may have one vote.

For the purpose of the election of a parent governor, a parent is:

- Someone who has parental responsibility*
or
- Someone who looks after the child on a day-to-day basis (but does not have “parental responsibility”).)

**You have “parental responsibility” if*

a) *You are the child’s natural mother*

Or

b) *You are the child’s natural father and*

either *was married to the mother on the day of the child’s birth or subsequently*
or *has entered into a legal parental responsibility agreement with the mother*
or *has been granted a residence order from the court directing the child will live with you*

or *registered or re-registered the child’s birth after 1 December 2003*

c) **Or**

the child lives with that person as the result of a court order.

1. Please put an X against **one** name (not more than one vote per vacancy).
2. Put the completed ballot paper in a blank envelope and seal it.
3. **DO NOT SIGN EITHER THE BALLOT PAPER OR THE ENVELOPE.**
4. Put this envelope in a larger second envelope
5. On the second envelope print your name, your child’s name and form, and then sign. This envelope must be sealed.
6. Return it to the school office by 1.00pm on Wednesday 19 October 2011 (when the election closes).

We shall record the fact that you have voted and then place the unmarked envelope in the ballot box.

The votes will be counted at the school immediately after the close of the election in the presence of a governor of the school and any candidates who wish to attend.

The results will be published on Friday 22 October 2011.

Yours sincerely

Sue Collings
Headteacher

