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19th January 2024

Dear Parents and Carers,

Request for nominations for a Parent Local Advisor at The Emmbrook School

I am writing to let you know that we have one vacancy for an elected Parent Local Advisor on the Local Advisory Board (LAB) of our school and to invite nominations from parents, carers and guardians who wish to stand for election to put their names forward. The position is vacant immediately.

Attached you will find:

- guidance on the Advisor role, the characteristics required and what to include in a personal statement should you decide to stand, and
- a nomination form.

If you wish to stand for election you **must**:

- complete the attached nomination form **and** sign it, providing full details so we can contact you if we need to;
- have your nomination supported by a proposer and seconder, who are parents or carers of a child registered at the school (you may nominate yourself); and
- return the completed nomination form to the School Office in an envelope clearly marked "For the attention of the Returning Officer, The Emmbrook School – Parent Local Advisor election" by 10am on 29th January 24. **No nomination will be accepted after that date and time.**

You may if you wish include with your completed nomination form a brief personal statement for circulation to voters, should a ballot be required.

If you are unable to print off the nomination form, one can be obtained on request from the School Office.





The Election Process

If there is only one nomination received, the vacancy will be filled automatically without a ballot.

If more than one nomination is received, an election will be held.

If an election is held we are proposing to use a secure online voting software system. If, however, you would like to receive a hard copy ballot form, please complete the slip at the bottom of this letter and return it to the School Office, if possible, by 10am on 29th January. We will send the ballot form to you by first-class post.

If you have not registered an email address with the school and wish to do so or if there has been a change to your email address, please notify the school by contacting the School Office as soon as possible and before 10am on 29th January.

If it is necessary to hold an election, we intend to apply the following timetable:

2nd February 24 10am – Election launched - candidates announced and voting opens

9th February at 10am – Online voting closes and last day and time for return of hard copy ballot papers to the School Office

9th February at 11:30am – Election count and result declared

All candidates are welcome to attend the election count and all parents and carers will be notified of the result.

A copy of the rules of the election may be inspected at the School Office and is available on the school website.

Yours faithfully

Nick McSweeney
Headteacher
Returning Officer





If you wish to receive a ballot paper in hard copy format, please complete and return the slip below to the School Office in an envelope clearly marked "For the attention of the Returning Officer, The Emmbrook School – Post" **as soon as practicable** and, if possible, before 10am on 29th January.

In the event of a Parent Local Advisor election being held, I wish to receive the ballot paper in hard copy format by post.

Name:	
Address:	
Parent/Carer of:	
Form:	
Signed:	
Date:	

