

25th January 2024

Dear Parents and Carers,

Request for nominations for a Parent Local Advisor at Westende Junior 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 with immediate effect.

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 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, Westende Junior School – Parent Local Advisor election" by **3:30pm on Tuesday 6th February 2024. 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.

RESPECT



HAPPINESS



RESILIENCE

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 **3.30pm on Tuesday 6th February 2024**. 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 **3.30pm on Tuesday 6th February 2024**.

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

Tuesday 20th February 2024 – Election launched - candidates announced and voting opens

Thursday 29th February 2024 at 10am – Online voting closes and last day and time for return of hard copy ballot papers to the School Office

Thursday 29th February 2024 at 3:30pm – Election count

Friday 1st March 2024 – Parents notified of the result

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



Mrs Andrea Sykes

Headteacher
Returning Officer

RESPECT



HAPPINESS



RESILIENCE



Westende Junior School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O, St Crispin's School, London Road, Wokingham, Berkshire RG40 1SS Tel: 0118 338 1961 Website: www.thecircletrust.co.uk



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, Westende Junior School – Post” **as soon as practicable** and, if possible, before **3.30pm** on **Tuesday 6th February 2024**.

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:	

RESPECT



HAPPINESS



RESILIENCE



Westende Junior School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O, St Crispin's School, London Road, Wokingham, Berkshire RG40 1SS Tel: 0118 338 1961 Website: www.thecircletrust.co.uk

