

Monday October 16th 2017

Dear Parents & Carers,

Further to my text message of last week, I am writing with more information about the forthcoming Parent Governor election.

To minimise stationery and administrative costs, we are running the election via Survey Monkey, for all parents who have an e-mail address registered with us. This method has been used successfully by other schools in Hampshire and as well as reducing costs, we hope it will encourage increased participation. Please be assured that this method is completely anonymous and the school will not know how each parent has voted.

It is essential therefore that we have an up-to date e-mail address registered on Parent Mail for every parent entitled to vote (this includes step-parents.) If you think we don't have your current e-mail address and have not already let us know, please e-mail admin@kingsworthy.hants.sch.uk with the correct address.

Where we have no e-mail address registered, or only have an e-mail address for one parent, we will send a paper ballot. However, **please note** that, in order to ensure each parent votes only once, **no parent** who has been invited via e-mail to complete the Survey Monkey will be able to vote via a paper ballot.

Paper ballots will be available from the school office, and a list will be kept of parents eligible to vote using this method. Please understand that office staff will not be able to give paper ballots to those parents invited to vote electronically. Paper ballots should be placed in a blank inner envelope and then put in an outer envelope marked with the parent's name. (Envelopes will be available at the office.) The name will then be checked off on our list and the outer envelope discarded, so that paper ballots are also anonymous.

If you have any queries about the election, please do speak to me in the school office.

With kind regards,

Lynn Paul

Business & Admin Manager