



# The Hollins Technology College

Hollins Lane, Accrington, Lancs, BB5 2QY

T: 01254 233500

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www.thehollins.com

**Headteacher: Mr M Jackson BSc MA**

2 October 2009

Dear Parent



## **PARENT GOVERNOR ELECTIONS**

My letter dated 18 September 2009 informed you that we needed to hold an election for a parent governor and invited nominations. We have received three nominations and must proceed to the election process itself. Details of the nominees are to be found on the attached sheet. A ballot paper and two envelopes are also enclosed with this letter.



Please read the information about the candidates and the election process carefully before completing and returning your ballot paper to school. Completed ballot papers, in their envelopes, must be returned to school and placed in the ballot box by 12 noon on Monday 12 October. The vote will be counted at 1.00pm on 12 October after which the result will be announced.



### **Casting Your Vote**



1. Each person entitled to vote in this parent governor election has a single vote.
2. Place a cross in the box next to the person for whom you wish to vote. **Do not write anything else on the ballot paper.**
3. When you have completed the ballot paper, place it inside one of the envelopes and seal it. **Do not mark the envelope in any way.**
4. Place the unmarked, sealed envelope in another envelope which you then seal, sign, print your name, print you child's name and form on it.
5. Return the completed ballot paper in its envelopes to school before the closing time of the ballot and ensure that it is placed in the ballot box situated in reception and 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 yet only those entitled to vote can take part.



Please use your vote, the work of the parent governor as a member of the whole governing body is extremely valuable to this school.

Yours sincerely



E A Johnson (Mrs)  
Clerk to Governors





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