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## King's Academy College Park

A King's Group Academy

Headteacher: Mrs R Carlyle

Tuesday 10th October 2023

Dear Parents/Carers

You may be aware that the Academy recently invited nominations for two vacancies for parent governors.

As we have more candidates than vacancies, we must now hold a ballot. With this letter, I enclose a ballot paper with the names of the candidates and candidate statements. You may vote for up to 2 of the candidates.

You should:

- Read the candidate statements which can be found on the school website [here](#)
- [Using the electronic ballot paper](#), mark an X alongside the candidates' names you wish to vote for. **Do not** mark the ballot paper in any other way.
- If you do not wish to, or are unable to return the ballot paper electronically, please collect a ballot paper from the school office, insert the completed ballot paper into an unmarked envelope and seal it. Insert the unmarked envelope containing the ballot paper into a second envelope, fill in your name on the outer envelope and seal it. Return your ballot paper to Kings Academy College Park school office by Friday 13th October 2023.

The special email address is password protected and will only be accessed on completion of the vote in the presence of two nominated individuals. The use of 2 envelopes ensures that your vote remains confidential. Your details on the second envelope will be checked against the list of those entitled to vote. This envelope will then be removed so that your vote is anonymous.

Yours sincerely,

H R Whitaker  
Chair of Governors