

9th September 2021

To all Parents/Carers of students at Outwood Primary Academy Lofthouse Gate

Nominations for Parent/Carer Member of the Academy Council

Dear parents/carers,

The Academy is seeking nominations for two parent/carers to sit on the Academy Council of Outwood Primary Academy Lofthouse Gate. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to Miss Holmes, (the Academy Clerk) at the Academy no later than 23rd of September or via email (enquiries@lofthousegate.outwood.com).

If on the closure for nominations there are more than two nominees, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, this should be included with your nomination form.

Please also find attached to this letter a fact sheet – Becoming a Parent/Carer Member of an Academy Council; Regulations Applying to Potential and Current Members of Academy Councils; and the Code of Practice for the Election of a Parent/Carer Member of the Academy Council.

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council, Miss Holmes through the enquiries email address, enquiries@lofthousegate.outwood.com

Yours faithfully



Mrs L Hadfield
Principal