KIRBY MUXLOE PRIMARY SCHOOL

Barwell Road, Kirby Muxloe, Leicester, LE9 2AA
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www.kmprimary.org

Thursday 26th November 2026

Dear Parent/ Carer

Parent Trustee Election Ballot

We have received **2** nominations for the Parent Trustee vacancy and are therefore required to hold a secret ballot. Accompanying this letter are the personal statements from each candidate outlining their skills, suitability and commitment to the role.

Physical ballot papers have been sent home via your child (or posted where appropriate). If there is more than one child in your household at the School, only one set of ballot papers per parent will have been issued. You may vote for **1** candidate by putting an X in the box against the name of the person for whom you wish to vote. Each parent should vote on a separate form. If your ballot paper is lost or spoilt you may apply to the Headteacher for a duplicate.

When you have completed your ballot paper please return it to School. You may return it either by your child or by post but it must be received in the school by **Wednesday 9th December 2026.** Any ballot papers received after this date will not be considered. **Please ensure it is in a sealed envelope to ensure the ballot remains secret. The school can provide one if you need.**

When the ballot paper has been received in School it will be placed in a sealed box or container and kept secure to be opened on the day of the count.

The Headteacher is the Returning Officer and will be responsible for the conduct of the election. The electoral method of counting will be that the candidate with the highest number of votes will be elected.

The count will take place on Thursday 10th December 2026. Candidates are invited to be present at the count or send a representative.

The Headteacher will inform all parents of the outcome of the election in due course.

Yours Faithfully

Headteacher and Returning Officer