



# Birchwood High School

*your dreams, your future, our challenge*

## **Parent Trustee Election Paper Ballot**

Dear Parent/Carer,

Thank you for requesting a paper ballot.

Instructions on how to vote are set out below. Please ensure that your vote is returned to the School by 3:10PM on 14.07.25. If you are posting your vote please allow time for it to be delivered.

***Votes received after 3:10pm on 14.07.25 will not be counted.***

Enclosed with this letter is a ballot paper with the names of the candidates (in alphabetical order). Page 2 of the ballot paper shows the personal statements provided by the candidates to support their nomination. We have also enclosed two envelopes.

You may vote for one of the candidates. Each parent or person with parental responsibility for a Birchwood student can each submit one ballot paper. If you have more than one child at Birchwood, you still may only submit one ballot paper.

As indicated on the ballot paper, you should vote by marking a single 'X' alongside the candidate you support.

Please complete the form and put it in an unmarked envelope. Please then put this envelope in a second envelope marked with your full name and your child / children's name. Your names will only be used to verify eligibility to vote and will not be linked to your vote.

***We will not be able to accept ballot papers that are not submitted in an envelope showing the necessary information. Please do not include any personal or identifying information on your ballot paper.***

If two parents are submitting their ballots together, please ensure that you include both ballot papers and write both names on the envelope.

You may send the envelopes containing your vote to the school's address by post or by hand to the school office. Your child may deliver it to the office for you.

The election will be decided by a simple majority of votes cast. In the event of a tie, lots will be drawn.

When the election has been completed, I will let you know the outcome. If you have any queries in the meantime, please let me know.

Yours faithfully,

Gill Turner

*Chair of Trustees*

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) | Website: [www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)