***Appendix C***

Dear

**Re: Election of Staff Governor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School**

Thank you for your application to become a staff governor at our school.

As there is more than one application, there will be an election. Your election statement will be included with those of the other candidates on the reverse of the voting papers which will go to all staff.

The count will be held at the school on \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ a.m./p.m. and you are entitled to attend this count. If you wish to attend, I would be obliged if you would let my administration officer know. If you do not attend, I will inform you in writing of the result as possible following the vote.

If you have any queries about the election process I shall be glad to answer them.

Yours sincerely

Headteacher