

21 October 2016

Dear Parent/Carer

Important Information Enclosed

In order to assist the Academy in ensuring that the records we hold about your child are accurate and up to date, I would be grateful if you could check the enclosed data collection sheet. Please record any amendments on the sheet before returning it to the Student Information Desk **by Friday, 4 November 2016**. It is still important that this sheet is returned to the Academy, even where the information is correct.

I am also pleased to enclose a nomination form for the role of Parent Governor. The Academy Council has two vacancies for Parent Governors. Its purpose is to hold the Principal and Senior Leadership Team to account; overseeing the financial performance of the Academy and ensuring clarity of vision, ethos and strategic direction.

Whilst no specific skills are required, we would be interested in hearing from parents/carers with experience in financial management and links to local businesses. The most important thing is to have a keen interest in the Academy.

Completed nomination forms should be returned to the Academy, for the attention of Sara Louise Peasant, Clerk to the Academy Council by 12noon on Friday, 4 November 2016. The enclosed letter and Code of Practice explains who is eligible to participate and the process, should more nominations be received than there are vacancies.

May I take this opportunity to thank you for your continued support and look forward to continuing to work with you next half term. The Academy will close for the half term break on Friday, 21 October 2016 and reopen to students on Monday, 31 October 2016.

Yours faithfully



Mr R Brooke
Principal

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Data Collection Sheet
Parent Governor Nomination Form and Code of Practice