February 22\textsuperscript{nd} 2016

Dear Parents and Guardians,

This year there will be an election to decide who will be on the Hartwell P. S. School Council, because we had more nominations from the parent category for Council membership than vacancies.

Therefore today you have been sent an envelope containing instructions and a ballot paper. The ballot paper should be returned to school and placed in the ballot box at the main desk in the school foyer no later than \textbf{4pm on Monday February 29\textsuperscript{th} 2016}.

As is indicated on the ballot paper, to cast your vote, you must:

- Make a clear mark beside the name of the candidate/s for whom you wish to vote
- Place the completed ballot paper in the envelope marked Ballot Paper and either
  - Place this envelope in an envelope with the voter's name and address on the back and deliver or arrange to deliver it to the school office or post it to reach the Principal, Kris Moore, before closure of the ballot at 4pm on Monday 29 February 2016.
  - Or
  - Between 8am and 4pm on any school day, including the day of closure of the ballot, place the envelope containing the completed ballot paper in the ballot box and print the voter's name and address in the register of voters.

- \textbf{Please note: YOUR VOTE WILL BE INVALID IF YOU VOTE FOR MORE CANDIDATES THAN THE NUMBER OF VACANCIES TO BE FILLED}

I am hopeful that all of those who have nominated for School Council can be involved this year by being on a sub-committee if they are not successful in this election. It is important that we use the skills of each of these candidates for the benefit of Hartwell P. S.

If you have any questions about this process, please contact me at school,

Regards,

\textbf{Kris Moore}

Principal

Hartwell P. S.

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