



## HILLINGDON PRIMARY SCHOOL

*Learning and Achieving Together*

**Principal:** Mrs Ann Bowen-Breslin (MA)  
**Vice Principal:** Ms Sabrina Kelly B.Ed (Hons)  
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Friday 31st March 2023

Dear Parents and Carers,

### Re: Parent Community Councillor Vacancy Update

You will recall that I wrote to you all earlier this month regarding two parent vacancies on our Community Council. We invited interested parents to complete a nomination form to put themselves forward for the role, and were pleased to receive one nomination from a Year 1 parent, Jasminder Kaur. I would like to extend a warm welcome to Jasminder on behalf of the Community Council: we look forward to working alongside her in the summer term.

We still have one further vacancy for a member of the parent community to join the Community Council, and are therefore extending the deadline for submission of nomination forms. If you would like to nominate yourself to join the Community Council, please first check that you are eligible to stand by reading the eligibility criteria at the end of this letter. **Parents / carers must then complete and submit a nomination form by 9.30am on Tuesday 25th April 2023.**

The nomination form can be downloaded from the [school website](#) and submitted via email to Mrs Daniel, Policy and Communications Lead, at [clerk@hillingdonprimaryschool.org.uk](mailto:clerk@hillingdonprimaryschool.org.uk). If you would prefer a paper copy please email Mrs Daniel at the address above and one will be made available for you to collect from the school office after the Easter holiday. Completed paper nomination forms should be returned by the deadline above to the school office in an envelope marked for the attention of Mrs Daniel.

Further information about the role of the Community Council, the process for appointment and answers to frequently asked questions can be found on the school website by clicking on the link above. If you have any additional questions about the position, please contact Mrs Daniel and she will be happy to help you without obligation.

In the event that we receive more applications than vacancies, a ballot will be held. Further information about the ballot will be provided to parents if one is required.

Kind Regards,

Ann Bowen-Breslin  
Principal



A Member of the Elliot Foundation Academy Trust

## **Parent Councillor Eligibility to stand for election**

- Anyone who is the parent / carer of a registered pupil at the school and who is not disqualified from holding office (please see the school website for a full list of qualifications and disqualifications).
- A person is disqualified from election or appointment as a parent representative of an academy if they are paid to work at the school for more than 500 hours in any consecutive twelve month period or, when he/she ceases to be a parent / carer of a registered pupil at the school.
- Anyone who is a parent / carer of a registered pupil at the academy may nominate themselves or propose candidates for election, and may vote in the elections.
- Regardless of the number of children a parent / carer has at the school, they only have one vote per vacancy.