

Dear parents/carers,

To continue to enhance links between the school and our community, and to support parental engagement, we are holding elections for our Academy Council here at Murrayfield Primary Academy. There are five vacancies and we are writing to ask whether you would like to send in a nomination - for yourself or another parent/carer. The nomination form is attached to this letter. All you need to do is to fill in the form, including a short statement about yourself and a passport photograph (optional) and return it to the school office **by 9am on Thursday 30th January 2020**. (Information about parents/carers who may not be eligible to be nominated is attached.)

Details of those who have been nominated will be sent to all parents/carers on Wednesday 5th February. An election will be held if there are more nominations than the number of places and every parent/carer will be able to vote. We will be sending you information about this later.

Academy Council members would be expected to serve for a period of two years. The Academy Council is responsible for facilitating communication between the parents/carers of pupils at the Academy and the Principal. Academy council meetings will be held at least once every term. All parents/carers are invited to these meetings.

Through the academy council and councillors, parents/carers may:

- ask questions of the Principal about the operation of the Academy and its performance;
- raise issues of concern with the Principal about the operation of the Academy;
- attend the annual Trust conference and/or the Academy INSET days;
- provide papers to either the Education Committee or Operations & Finance Committee of the Board.

We do hope that you will think about becoming a member of the Academy Council. If you would like more information about what is involved, please feel free to make an appointment with myself at school.

Yours faithfully,

Neil Winn  
Principal