Wednesday 29 March 2023

To all Parents/Carers of students at Outwood Academy City Fields

Dear Parent/Carer

Nominations for Parent/Carer Member of the Academy Council

The Academy is seeking nominations for one Parent/Carer Member to sit on the Academy Council of Outwood Academy City Fields. If you would like to put yourself forward for this position you will need to complete the attached nomination form and return it to Mrs Sophie Midgley-Davies at the Academy no later than Friday 14 April 2023 or via email s.midgley-davies@cityfields.outwood.com

If on the closure for nominations there is more than one nominee, then an election will be held. Details of the election will be forwarded to all parents/legal guardians/carers by text and also placed on the Academy's website. Voting papers will be distributed to all parents/legal guardians/carers entitled to vote if this is required.

If it is necessary to proceed to election, then the nominees are entitled to provide a statement of up to 200 words in support of their nomination to all voters. Therefore, if you wish to provide a statement, this should be included with your nomination form.

Please find attached to this letter a fact sheet – Becoming a Parent/Carer Member of an Academy Council; Regulations Applying to Potential and Current Members of Academy Councils; and the Code of Practice for the Election of a Parent/Carer Member of the Academy Council.

If you have any queries regarding the election process or the role of a Parent/Carer Member of the Academy Council, please do not hesitate to contact the Clerk to the Academy Council, Mrs Sophie Midgley-Davies, s.midgley-davies@cityfields.outwood.com , 019240298752 ext 204. (insert Clerk name, email address & academy phone number).

Yours faithfully

Mrs Michelle Colledge-Smith

Principal