**(To be printed on letterhead)**

[insert date]

Dear Parent / Guardian

**Re: Student Governing Council Election**

[insert name of school] will be holding elections for student leaders on [insert date]. School prefect elections provide an opportunity for practical experience and acquisition of knowledge, skills, and behavior that will serve as a strong foundation for students’ personal and professional development and enable them to build a successful society. The process will build leadership and social skills in students, and provide an opportunity to develop values of fairness, justice, and responsibility as well as understanding and experience of a democratic process that is centered on voter education.

The school has consciously adopted a process that is in many ways similar to that used for national elections in order to assist the children to understand and embrace it. This includes a practical approach to the execution of the election process including; the constitution of an electoral body, civic education, voter registration, campaigns, voting, tallying of votes, reporting, and related declarations.

As part of the vetting process, candidates vying for elective posts will be required to present their paperwork to the School Electoral Commission for validation and clearance. One of the mandatory requirements for participation as a candidate is parental consent as provided for on the Nomination Form.

The children will be provided with proper education and guidance through the election process and on assuming office.

For any additional information and/or clarification you may require, kindly contact the school office.

With anticipated thanks for your continued support.

Sincerely

For [insert name of school]

[insert name of Head teacher]

**Head Teacher**