

## INSTRUCTION ON THE RETURN OF BALLOT PAPERS

1. You are provided with **two** envelopes. Place your ballot paper inside the **first** envelope and **seal** it. **Do not sign, or otherwise mark, this envelope. Do not place more than one ballot paper** in this first envelope. (All ballot papers **must** be returned separately).
2. Place the sealed envelope containing the ballot paper inside the **second** envelope and **seal** it.
3. Write your name in block capitals, **and sign** your name on the second, outer, envelope, and also write "**PG Election**" upon it.
4. Return the envelope to school as soon as possible, to arrive **not later than Wednesday 8<sup>th</sup> February 2017**. Envelopes may be returned by hand of a pupil, or by post, but they must be delivered at the school by the time and date given or it will not be possible to count the vote(s) they contain. Votes sent by post must be in two sealed envelopes: the inner one unmarked and the outer one signed, as indicated above. It will also assist schools if envelopes also carry the name of your child.
5. It will not be possible to count votes if
  - ballot papers are spoiled; or
  - ballot papers are returned in no envelopes, or only one envelope; or
  - the **inner** envelope is signed; or the outer envelope is not signed.
6. PLEASE ENSURE, THEREFORE, THAT YOUR BALLOT PAPER IS PLACED IN TWO SEALED ENVELOPES: THE INNER ONE UNMARKED, THE OUTER ONE SIGNED, AND RETURN IT TO THE SCHOOL TO ARRIVE NOT LATER THAN **WEDNESDAY 8<sup>TH</sup> FEBRUARY**