Mundesley Infant and Junior School

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AIM Federation: Small schools, big opportunities

23rd April 2025

Dear Parents/Carers

Re: Important Reminder: School Communication Procedures 2025

We hope the Easter break brought some moments of rest, and we're looking forward to a positive and productive summer term together.

As we begin this new term, we kindly ask for your support in helping us manage communication efficiently. To ensure all queries are directed to the appropriate staff member and responded to in a timely manner, please send all emails to the school office at **office-mijs@aimfederation.org** rather than contacting teachers directly. *Please note that emails sent directly to teachers will not receive a response.*

We also encourage families to keep email communication to a minimum where possible, allowing teachers to focus their time and energy on planning, teaching, and supporting pupils throughout the school day.

By funnelling all correspondence through the office, we are able to triage messages and respond during school opening hours, ensuring your concerns are dealt with promptly and by the most appropriate member of staff. This also helps us manage the high volume of emails we receive daily and prioritise urgent matters effectively.

We would also like to take this opportunity to remind everyone that aggressive or disrespectful communication, whether via email, telephone, or in person, will not be tolerated under any circumstances. We are committed to maintaining a school environment built on mutual respect and positive relationships, and we ask that all communication reflects this shared commitment.

Our ultimate goal is the same: to ensure every child feels happy and safe at school, achieves well and builds lifelong memories. A strong partnership between home and school is key to making this happen, and we thank you for your ongoing support in creating a nurturing and respectful school community.

Regards

Abi Carter
Deputy Executive Headteacher