Mundesley Infant and Junior School

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Trunch Road, Mundesley, NR11 8LE

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2nd September 2025

Dear Parent/Carer

Re: Reminders & Information for new academic year

Set out below are our school expectations and some useful reminders:-

Drop Off & Collection Times: The drop off window is 8.40am - 8.50am. Our school day will end at 3.20pm.

Reporting Absence: You must telephone the school if your child is absent before 9.20am, failure to do so will result in their absence being unauthorised. You can leave a message on the voicemail 01263 720401 option 1 detailing your child's name and the reason for absence.

All Communication: Please ensure all queries are sent 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.

If there are any changes to the end of day collection arrangements, this must be communicated via the school office.

Accident Reports: All head bumps and more serious, minor injuries (sprain, deep cut etc) will result in both a text message and a note sent home at the end of the day to let you know first aid was given. If the head bump/injury is more significant, you may also receive a phone call, depending on the situation.



For minor injuries, such as a small cut, your child will receive first aid, possibly including a plaster, but no accident report will be sent home.



School Dinners: Every Sunday at 6pm the following week's lunches will be taken offline and no more bookings can be made. If you have not ordered a lunch then the school admin team will contact you and you/a family member or friend will need to bring in a packed lunch to the office before 12pm for your child.

Packed Lunches - We are a **NUT FREE** school. Please check any pre packed items in packed lunches as they often have nuts or nut derivatives in them i.e. cereal bars/peanut butter, chocolate spread etc We have several children and staff who have life-threatening allergies to peanuts and/or other nuts.

School Uniform/PE Kit - Please follow the link for guidance of our school uniform. Items can be purchased with a discount from School Money or directly from Birds of Dereham. Please note we do not hold logoed items in stock, when you place an order on school money it will be placed with the next scheduled order. Our order dates for this year are as follows:

1. Order Cut Off: Fri 3rd October 2025 - Delivery in November 2025
2. Order Cut Off: Fri 13th February 2026 - Delivery in March 2026
3. Order Cut Off: Fri 24th April 2026 - Delivery in May 2026
4. Order Cut Off: Fri 26th June 2026 - Delivery in July 2026

PE Days: Please send your children in on their PE day wearing their PE Kit.

Class	Day
Puffin Class	Day TBC later this year
Seal Class	Tuesday
Turtle Class	Tuesday
Hare Class	Wednesday
Porpoise Class	Tuesday
Falcon Class	Tuesday
Bittern Class	Thursday

Lotion/Sun Hats/Raincoat - Please apply sunscreen before your child comes to school and provide them with a named bottle so they can top it up if needed. Please always provide a sun hat and raincoat as the weather is so changeable and we will go out whatever the weather.

Coastal Club Bookings: When booking for more than one child, please make sure to select the full rate for the first child. Any siblings will qualify for the reduced sibling rate.

Tax-Free Childcare Payments: We are registered to accept Tax-Free Childcare payments. Please allow up to 3 working days for these payments to appear in your School Money account. A confirmation text will be sent once the payment has been processed.

Payments: Please allow up to 3 working days for payments to reflect in your School Money account. A confirmation text will be sent once processed. Access to Coastal Club is only granted for sessions paid for in advance. To avoid delays, ensure Tax-Free Childcare payments are made early, or be prepared to pay separately.

My School Fund: Click Here To Sign Up! and register for free, link your account to Mundesley Junior School and add your credit/debit cards. From there, everything you spend in participating stores will go towards helping boost our budget, plus your own! More information regarding this scheme will be sent out soon.



Outdoor Play Equipment - Please ensure that they ***do not*** climb or play on the outdoor equipment or get out the playground resources during drop off and pick up.

Scooters and Bikes - Please ensure that children do not ride scooters or bicycles while on the school premises. They should walk with their scooters or bicycles when entering or exiting the school grounds.

If you have any questions please do not hesitate to contact the school office on 01263 720401.

Regards

Claire Pateman
Head of School