Mundesley Infant and Junior School

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AIM Federation: Small schools, big opportunities

Monday 27th October 2025

Dear parents/carers,

I am writing to let you know of some improvements we are going to make to morning drop-offs for our junior school pupils.

From Monday 3rd November, after half-term, all pupils for MJS will enter through the main school entrance.

There are no changes to gate access, you will still be able to access the school site through the same entry points but instead of staff meeting pupils on both sides of the school, we will now ask all pupils to enter via the main doors.

The main entrance will be open for pupils to enter at the start of our drop-off window (8:40am) and will close at the end of our drop-off window (8:50am).

Pupils arriving after 8:50am would need to wait in the air-lock with their parent/carer to be let in by a member of staff.

By making this change we are freeing up colleagues to support pupils in school, both by the lockers and in the classrooms. It is hoped that with one entrance point, rather than two, it will result in a prompt and smooth start to the day for all pupils.

There will always be two members of staff to greet pupils at the main entrance but please note that staff are there to welcome and support pupils in coming into school. Parents/carers should not be passing on notes at this important transition point.

When staff receive a number of messages on the door, there is the possibility that we will unintentionally forget or overlook something. Therefore we kindly ask that all messages to staff are sent via the main reception office-mijs@aimfederation.org so that we can ensure that nothing is missed.

With all best wishes,

Claire Pateman
Head of Schools MIJS