Mundesley Infant and Junior School

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Friday 24th October 2025

Dear Parent Carer

Re: Update to End of Day Collection Arrangements

As part of our ongoing review of our safeguarding and collection procedures, we want to clarify the process for authorising someone other than a child's parent or main carer to collect them. Currently we have lots of families who have multiple trusted individuals to assist with collections and unfortunately this has become difficult for us to monitor consistently.

To ensure the safety of all children, and to help us manage handovers as smoothly as possible, we kindly ask that from Monday 3rd November 2025 you contact the office via email office-mijs@aimfederation.org or phone 01263 720401 if anyone other than a parent or registered carer is collecting your child.

Any previous notices of adults without parental responsibility but who have permission to collect your child will be removed from our records on this date. Where a previous arrangement for another child's parent/carer to take your child home on set days is in place, this will need communicating daily or weekly.

For ease and efficiency, you are welcome to inform the office on a Monday of any collection arrangements for the week ahead. This will help us to manage handovers more smoothly and to avoid any delays or confusion.

Whilst we do appreciate that this might be a slight inconvenience, we are positive that this is the most efficient way to ensure a safe and smooth collection process.

Thank you for your understanding and support as we continue to prioritise the wellbeing and security of all children in our care.

Regards
Claire Pateman
Head of Schools MIJS