Mundesley Infant and Junior School

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Friday 9th January 2026

Dear Parent/Carer

Re: End of Day Collection Arrangements (Important Update)

Following the letter sent in October regarding end of day collection arrangements, we are writing to provide an update after reviewing how the arrangements have been working in practice.

As a school, safeguarding remains at the forefront of everything we do. After careful consideration, we have decided to allow those who *regularly* collect your child to do so without the need for daily contact with the office, **provided they are listed as a contact on your child's records.**

This means that from **Monday 12th January 2026 named contacts on your child's record are authorised to collect them.**

For most pupils this is 2 or 3 named adults. If you are unsure who is currently listed, or would like to review or update these details, please contact the school office and we will be happy to go through this with you.

Any adults collecting your child who are not on your child's record will need to be communicated daily. Please be aware that staff may still occasionally need to check with the office if they are unsure about a collection. We appreciate your patience and understanding in these situations, these checks are an important part of our safeguarding procedures.

We would also ask that you let your child know who will be collecting them on a given day, so they know who to expect at the end of the school day.

Thank you for your continued support and understanding as we work together to ensure a safe and smooth collection process for all children.

Regards

Claire Pateman
Head of Schools MIJS