Mundesley Infant and Junior School

01263 720401
office-mijs@aimfederation.org
Trunch Road, Mundesley, NR11 8LE

AIM Federation: Small schools, big opportunities

Monday 1st June 2026

Dear Parent/Carer

Re: End of Day Collection Arrangements

We are writing to provide an update after reviewing how the arrangements have been working in practice.

Who can collect your child:

As a school, safeguarding remains at the heart of everything we do. Named contacts on your child's record are authorised to collect them without needing daily office notification. If you are unsure who is listed, or would like to update these details, please contact the school office.

Any adult not listed on your child's record must be communicated to the office each day. Staff may occasionally still need to check collections with the office if they are unsure, and we appreciate your patience as these checks are an important part of our safeguarding procedures.

Coastal Club Bookings

Club bookings will now remain open throughout the week, allowing parents/carers to make or cancel bookings directly through the app as needed. As the School Money system does not allow same-day booking changes, all bookings or cancellations must be made by the day before.

Any same-day changes to your child's end of day collection arrangements should be communicated to the school office by telephone as detailed below.

Same-Day Changes to Collection Arrangements

Any same-day changes must be communicated by telephone to the school office. Parents are required to speak directly with a member of staff.

Emails or voicemails will not be accepted for same-day changes, as these may not be seen in time.

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