



Northfield St. Nicholas Primary Academy

St Margaret's Road, Lowestoft, Suffolk, NR32 4HN

☎: 01502 563528

✉: office@nsnacademy.com 🌐: www.nsnacademy.com



Headteacher: Mr. I. W. Owens

Deputy Headteacher: Miss L Higgins

Friday 13th March 2026

Dear Parents and Carers,

I am writing to inform you of some changes to our school dinner ordering system following a recent review, which included valuable parent feedback.

Firstly, I would like to thank all parents and carers for embracing the new Arbor system. This has had a very positive impact on pupils, as it has allowed children and teachers to spend more time focused on learning at the start of the school day.

From **Monday 16th March**, the following process will be in place:

- School dinner menus will be emailed to parents on a termly basis and can also be accessed at: <https://nsnacademy.com/school-meals/> .
- If a parent has not ordered a school dinner by **8:40am**, the child will automatically be marked as having a home packed lunch, and a school dinner will not be prepared for this child.
- Parents will continue to be able to pre-book school dinners **for the full term in advance** through Arbor.
- Families who are not entitled to free school meals must pay **£2.50** via Arbor in advance.
- Children will be able to choose what they would like for their lunch when they go up to the counter. We hope this flexible choice will support children in selecting a meal they feel comfortable eating on the day.
- Children with dietary requirements will continue to be catered for.

From **Monday 23rd March**, parents wishing their child to have a school meal will simply need to select the **“School provided lunch”** option on Arbor. If this option is not selected, parents/carers will need to provide a packed lunch from home.

Thank you for your continued support as we work to improve the dining experience for our pupils. If you have any questions, please do not hesitate to contact the school office.

Yours sincerely,

Miss L Higgins

Deputy Headteacher

LOOK SMART, THINK SMART, BE SMART.

The Northfield St Nicholas way

Learning Leadership Enjoyment Responsibility Inspiration Inclusion Integrity

