



St Nicholas CE Primary Academy

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Infinity Academies Trust

Ready to learn; Prepared to flourish.

Executive Headteacher: Mr G Booth
Head of Academy: Mrs F Booth

A member of the Infinity Academies Trust

26 November 2019

WILLOUGHBY FOODS

Dear Parents/Carers,

As you are aware, from January 2020 Willoughby Foods will be taking over as our school meals provider.

Thank you to all those parents who have sent the Willoughby Foods registration form back. You should receive an email by the end of the day tomorrow, Wednesday 27th November 2019 informing you of your user name and password. If you do not receive this email, please check your "Junk" box and if you haven't received the email, please let the office team in school know - they will help sort this for you.

All school meal orders need to be placed with Willoughby Foods by 17th December 2019 [at the latest](#) for the first week back in January 2020.

Please note, when ordering school meals, you will have the option to order the whole terms worth of meals if you wish, rather than doing it on a weekly basis.

If you have not completed a registration form, it is vitally important you do this. If you do not have a log- in you will be unable to order school meals for your child.

As from January 2020 no paper menus will be issued, all orders will need to be placed on the Willoughby Foods website.

Please remember, when placing orders on-line to go through to the "Checkout" or your order will not be saved.

If you have any queries, please do not hesitate to speak to a member of the Office team – they are always happy to help!

Yours sincerely

Mrs Fiona Booth
Head of Academy