

Dear Parents/Guardians,

Re: Special Diet Procedures

Special diets are an important part of our catering provision in schools and Chartwells, your schools catering provider, have a well-developed set of policies and guidelines in place to eliminate the risk for any child requiring a special diet. For this to be most effective, it is essential that we adopt a joint approach between the school, home and catering service, to ensure that suitable menus are available for all children each day.

Chartwells have a number of resources available to help our teams cater for special diets, including bespoke special diet menus and allergen tick sheets to show which of our recipes contain the 14 EU allergens as required by the Food Information Regulations for Consumers, introduced in December 2014.

If your child requires a special dietary menu for allergy and/or intolerance purposes, then please complete and sign the attached **Special Diet Request Form** and return it to your child's school. This form must be accompanied by a **medical note or care plan** detailing the foods/allergens to be avoided.

If your child requires a special diet for cultural and/or religious reasons (e.g. Halal, Beef Free or Vegan), then please complete and sign the **Special Diet Request Form** and return it to your child's school.

Please note that it will take up to 3 working weeks (from when the Special Diet Nutritionist receives the form) for the new menu to be sent to the school. Only when the parent/guardian has agreed in writing to a specific menu and the catering manager has been authorised to do so should any food be given to the child. It is vitally important that the proposed menu and recipes are followed exactly to ensure accurate special diet and allergy information.

Chartwells

Integra House, 138 Alexandra Road, Wimbledon, SW19 7JY

Tel-02036377067

Chartwells Special Diet Request Form

This form should be completed by the parent or guardian of the pupil requiring a special diet

Name of School:

Name of child: DOB:

Name of parent/guardian:

Contact details for parent /guardian:

Telephone Number:_Email Address:

Special Dietary/ Medical Requirement:

If your child requires a special diet for medical reasons, please return a copy of the medical diagnosis with this form. **Note: Without this document Chartwells will not be able to issue a special dietary menu for the pupil.**

Signature (Parent/Guardian) Date:

Signature (Chartwells Nutritionist) Date:

Please send all special diet request forms and medical notes to your child's school.

Doctor/dietician note or care plan attached (Applicable for medically-required diets only).

*we cater for the 14 EU allergens and hold allergen information for our meals on site at every school