



## APPENDIX 1: LETTER 1 – BEFORE STARTING SCHOOL

Dear Parent

### School Meals – Food Allergy & Intolerances Procedure

Helping your children to make the right choice at lunchtime and understand the importance of healthy eating is at the forefront of our service.

We know that children directly benefit from good, wholesome and interesting food during the school day. The focus of our menu development is on quality and variety; they are designed to be attractive and appetising and to appeal to different age groups. We start with fresh ingredients, sourced from the right suppliers, which are seasonal and British wherever possible. We introduce modern food styles but retain traditional cooking methods.

I would like to take this opportunity to update you on our **food allergy and intolerances procedure**. As a food provider, our in-house caterers have had many years' experience in catering for schools and from information obtained from parents, clients and professional experts they have in place food allergy and intolerances procedures to manage your child's requirements.

If your child has been diagnosed with a food allergy or intolerance, **please complete the enclosed 'Food Information Record' to assist us to cater for your child's needs**. This form needs to be returned prior to your child's commencement at the school. Food dislikes which are not a allergy or intolerance are not recorded here.

Please could you return the form before the new academic year, as this will allow our catering team to evaluate and clarify this information where necessary, enabling us to make any specific arrangements or adjustments to ensure the most appropriate provision of meals for your child.

Please ensure that you also inform us whenever there is a change to your child's allergy or intolerance requirements which may affect the food served, or if there is an update from your medical professional regarding their food allergy or intolerance. Please contact the school immediately.

The details of the allergy or intolerance must be supported by a medical professional. A medical letter will ensure that our staff can identify specific allergens in ingredients so that an appropriate diet can be provided.

The allergy reporting form below will highlight an allergy or intolerance. This information will be essential to ensure that we provide a diet suitable for your child's allergy or intolerance whilst also preventing their diet from being restricted further.

We hope that you can assist in the prompt identification of your child should they be diagnosed with a food allergy or intolerance, providing all necessary information required which will enable the safe provision of meals. If you require any further information about food allergen or intolerances, please do not hesitate to contact us.



### FOOD INFORMATION RECORD

This form is designed to collect information about our pupils who have a **food allergy or intolerance**.

Child's First Name

Child's Surname Name

Child's Date of Birth

Child's Year Group/Form

Parent Guardian Name

Parent Guardian Phone Number

Parent Guardian Email Address

School Name & Address

Provide a medical note, medical evidence or written confirmation to identify the food allergy or intolerances here or confirm attachments included. Please identify where child has a life-threatening allergy.

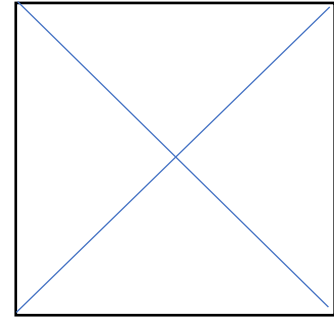
14 Allergens Identified (tick all that apply)

- |  |                                   |                                  |                                    |
|--|-----------------------------------|----------------------------------|------------------------------------|
| <input type="checkbox"/> Celery                    | <input type="checkbox"/> Fish     | <input type="checkbox"/> Mustard | <input type="checkbox"/> Soya      |
| <input type="checkbox"/> Cereals Containing Gluten | <input type="checkbox"/> Lupin    | <input type="checkbox"/> Nuts    | <input type="checkbox"/> Sulphites |
| <input type="checkbox"/> Crustaceans               | <input type="checkbox"/> Milk     | <input type="checkbox"/> Peanuts |                                    |
| <input type="checkbox"/> Eggs                      | <input type="checkbox"/> Molluscs | <input type="checkbox"/> Sesame  |                                    |

Other allergy or intolerance information can be provided here



Provide a photo (passport style) of your child for identification purposes



Parent or Guardian Name & Signature

Date

**Note:** While we can make arrangements to provide foods in which allergens are not included as an ingredient, we cannot guarantee that traces of nominated food allergens, can remain completely absent from dishes as these foods may be handled and stored in the same areas as nominated allergens. No dish is served as 'allergy free'.

Parental Responsibilities to manage allergens and intolerance are set out in our caterers School Allergy Management Procedures. These include the following:

- Inform the school of their child's food allergy/ intolerance prior to the beginning of the school year (or as soon as possible) after diagnosis or symptoms.
- Provide a medical note, medical evidence or written confirmation to identify the food allergy or intolerance
- Any changes to pupil's allergy or intolerance information must be communicated **to the school** in writing as soon as possible.
- Specific allergy or intolerance information must be provided and clear (i.e. egg allergy or milk allergy).
- All communication must be in writing to the school
- If there is a confirmed allergy then the pupil must not eat from self-serve areas.

**PLEASE SEND COMPLETED FORM TO [catering1@frensham.org](mailto:catering1@frensham.org) BEFORE YOUR CHILD STARTS SCHOOL.**

**To be completed by School Catering Manager:**

UNIT INFORMATION	
Unit/contract name:	
Site manager's name:	Name
Date information provided by parent/guardian accepted onto site and included in school's chosen pupil identification process	Date
Site Manager Signature	Signature