



Dear Parent /Carer,

If your child has a diagnosed food allergy or religious dietary request, you will need to notify the school and our caterers, Edwards & Ward as soon as possible.

Please complete the following pages, and return it to:

The School Office

St Joseph's Catholic Primary School,
155 Aldershot Road,
Guildford,
Surrey,
GU2 8YH

or send the completed form with required evidence by email to info@stjosephsguildford.com

We will then see that the Kitchen and the Special Diets team at Edwards & Ward are notified.

Thank you.

The School office

13th May 2019

Special Dietary Requirements

At Edwards and Ward, school menus are designed to cater for the majority of the school population by offering a variety of foods in a range of dishes including vegetarian options. We do however, acknowledge that some pupils may have special dietary requirements and menus may need to be adapted to suit those needs. For the purpose of this document, the term "special diet" refers to any medically prescribed diet including food allergies.

Edwards and Ward school kitchens and recipes are free from tree nuts and peanuts. We would advise you to inform us if your child is allergic to nuts/ peanuts however, no menu adaptations will be necessary.

Dietary needs due to religious or personal beliefs or food preferences, e.g. vegetarian, can be recorded on this form. Please note that we can only make menu adaptations for special diets where they have been medically prescribed.

The Process

The following information explains the process by which Edwards and Ward are able to cater for pupils with special dietary requirements. The process is primarily designed to safeguard children with medical conditions whilst supporting the catering staff involved in the preparation and service of the meal(s).

1. Please complete all relevant sections of the attached form fully and return with the supporting documentation from the child's GP, dietician or paediatrician to the address provided.

In line with Allergy UK guidelines and advice from NHS, and the British Dietetic Association results from unregulated and medically unproven food allergy tests will not be accepted as evidence of food allergy –

Please note any form received without supporting evidence will not be processed.

2. On receipt of the completed form, our Special Diets team will work with the Company Nutritionist and will, where necessary, devise an adapted menu. The school catering manager will be provided with this menu and all the relevant information regarding your child's special dietary requirements.

If your child's special dietary requirements are particularly complex we may contact you for further information and guidance to ensure how we best meet their requirements.

You will be provided with a copy your child's adapted menu for each menu change.

Special Diets Referral Form

Child's Details	
Name:	Date of Birth:
Address:	
Postcode:	
Parent/Guardian's Name:	Relationship to child:
Telephone Number:	Parent's/Guardian email address:

Special Dietary Requirements	
Please provide details of your child's allergy/intolerance	
Tree Nuts <input type="checkbox"/>	Peanuts <input type="checkbox"/> Milk <input type="checkbox"/> Egg <input type="checkbox"/> Gluten <input type="checkbox"/> Soya <input type="checkbox"/>
Any other medical diets/food allergy: <i>(i.e. diabetic carbohydrate counting menu, PKU)</i>	
Vegetarian Diet (religious diets catered for with vegetarian option): YES <input type="checkbox"/> NO <input type="checkbox"/>	
Tick to confirm you have attached medical documentation relating to your child's medical dietary requirements: <input type="checkbox"/> <i>Please see accompanying letter which details medical documentation we are able to accept - your request will not be processed without this evidence</i>	
School details	
Contract: <i>(i.e. County Area)</i>	
Name of School:	
School Address:	
Postcode:	


FOR OFFICE USE ONLY
Date form received:
Area Contract:
Contract Manager:
Date form sent to Manager:

Return form along with photo & medical evidence to the School Office, St Joseph's Catholic Primary School, or by email to info@stjosephsguildford.com; allow 3 weeks for this request to be processed.

Please note: for new pupils requiring meals starting in September – all information must be received by 21st July

Special Diets Photo Record Sheet



Child's name:	Child's Photo  You consent to our using the photograph of your child to be displayed in the kitchen so as to alert the staff as to your child's allergy. The photograph will only be displayed during working hours and will not be distributed to third parties without your written consent. It will be destroyed when your child leaves the school.
Date of birth:	
School:	
Class/Year Group:	
Parent/Guardian's Name:	
Signature:	
Please provide details of your child's allergy/intolerance	
Tree Nuts <input type="checkbox"/> Peanuts <input type="checkbox"/> Milk <input type="checkbox"/> Egg <input type="checkbox"/> Gluten <input type="checkbox"/> Soya <input type="checkbox"/>	
Any other medical diets/food allergy: <i>(i.e. diabetic carbohydrate counting menu, PKU)</i>	
Vegetarian Diet (religious diets catered for with vegetarian option): YES <input type="checkbox"/> NO <input type="checkbox"/>	
In case of an emergency, please contact:	
School contact in case of an emergency:	
If an epipen is needed in case of an emergency, is it stored on school site? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	

FOR OFFICE USE ONLY
Date form received:
Approved by :