

DIETARY POLICY AND PROCEDURE

INTRODUCTION

This policy outlines the School's responsibility to be mindful of the special dietary requirements of pupils from religious groups and culture, vegetarians and vegans and to ensure that medical and dietary requirements are satisfied.

AIMS

- To identify all pupils with special dietary needs.
- To ensure that special dietary needs are met and catered for wherever possible.

SCHOOL KITCHEN, FOOD FROM HOME AND DIETS

The schools have their own kitchens and produce a good meal each day. The emphasis is on healthy eating. The bringing of snacks and drinks is discouraged to ensure that those on special diets are not discriminated against and to encourage good general habits. For many pupils, dietary considerations are very important and the school is keen to work with parents to provide a suitable diet.

In view of the number of children who suffer from allergies, peanuts and peanut butter are absolutely not allowed in the schools and should not be used in any circumstances. Vigilance is to be exercised about any food coming into school; snacks, lunch, birthday cake, cake sales, etc.

THE PROCEDURE FOR NOTIFYING THE SCHOOL:-

1. Parents of new and/or current pupils are to notify the Deputy Head, for pupils in Year 3 to Year 8, or the Head of Lower School, for pupils in Reception to Year 2, in writing of their child's dietary needs and allergies.
2. The Deputy Head/Head of Lower School will send out a questionnaire (see appendix 1) which will need to be returned. A report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact

numbers. If necessary, the parent will supply “What to do if” information from their child’s Doctor/Consultant. Copies of the Deputy Head’s report will be placed in the school office, the staff room and given to the Chef Manager and the child’s form teacher.

3. The Deputy Head/Head of Lower School will ensure that all catering and academic staff are made aware of the identities of all pupils with special dietary needs and allergies and what to do in the event of an emergency.
4. The Chef Manager will contact the parent by telephone and discuss the child’s requirements.
5. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.
6. It is the parent’s responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

The Dietary Policy and Procedures should be referred to in conjunction with the Medication Policy and the First Aid Policy.

| This policy will be reviewed annually. | | |
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| Reviewed: December 2007 | By: | Mark Newman, General Catering Manager |
| Next Review: December 2008 | By: | Mark Newman, General Catering Manager |

Child's Photograph To Be Inserted Here.



DIETARY REQUIREMENT FORM

Child's Name:

Class:

1). What specific allergy/allergies does your child have?

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.....
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2). What food or food group can he/she not be fed?

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.....

3). Is your child under medical supervision for this dietary condition? Yes / No

4). If your child is on medication, then please state what it is:-

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.....
.....

5). How long has your child had this condition?

.....months years

Please provide contact details so the Chef Manager can contact you shortly.

Parents Name:

Signed: Date:

Telephone Number Daytime:

Mobile Number:

Thank you for taking the time to fill in this questionnaire and please return it to the Deputy Head/Head of Lower School.

PARENTS

Parents of new and/or current pupils to make contact with the school and disclose all information on their child/children's allergies.

