



# St Bede's

Catholic Primary School  
**ACHIEVING EXCELLENCE TOGETHER**

*Inspiring independent learners with Jesus by our side*

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Dear Parents/Carers

## **RE: SPECIAL DIETS**

I have received the following information from Edsential Catering Services. Please follow the recommendations below if your child is currently having any school dinners or if you intend to let your child have them in the future.

### **The Provision of Special Diets**

Catering Services is responsible throughout Cheshire West and Chester, for the administration of special dietary requirements for children in schools.

With the increase in potentially worrying allergies, particularly those involving nuts, it is important that the correct procedure is adhered to.

In order for a special diet to be arranged, the parent or carer must obtain written permission from a hospital, clinic, or own doctor, together with the necessary dietary information.

This information should then be forwarded to Mrs Julie Spencer, School Cook at St Bede's Catholic Primary School, Keepers Lane, Weaverham, Northwich, Cheshire, CW8 3BY.

Mrs Spencer will forward this information onto Edsential Catering Services and they will endeavour to provide a special diet wherever possible, however, there may be occasions when it is unable to do so.

Yours sincerely

Ms L Conlon  
Headteacher

## **Catering Services**

### **PROCEDURE FOR SPECIAL DIETS**

**No child should be provided with a meal until this process is complete**

#### **Parents Responsibility**

- ✓ The parent goes to their GP and/or child's Paediatric Dietician and requests a letter stating the actual needs of the diet. The dietary information supplied needs to be as comprehensive as possible.
- ✓ This letter is sent to Catering Services HQ who are responsible for processing the diet.

#### **Catering Services Responsibility**

- ✓ Should the diet received from the GP/Dietician not contain sufficient details for the delivery of the diet then the GP/Dietician should be contacted for more comprehensive information.
- ✓ The information received is entered into a standard letter which will identify the following information:-
  - School address
  - Date
  - Head teacher's name
  - The details of the pupil:-
    - Name
    - DOB
    - Type of diet required
  - Name of the clinic, hospital requesting the diet
- ✓ Three copies to include a copy of the relevant diet sheets will be provided to:-
  - Headteacher
  - Catering Manager
  - Catering Services Special Diets file
- ✓ A second letter/memo is produced containing a return slip, which needs to be completed by the Manager identifying the date that the diet starts.

## **Catering Manager's Responsibility**

- ✓ If appropriate, to seek clarification about the diet from the Dietician.
- ✓ If appropriate, to meet with the parent and identify the pupil's likes, dislikes and any suitable products that can be used.
- ✓ Ensure the Catering Supervisor/Cook understands the diet and it is implemented as soon as possible.
- ✓ To return the lower half of the memo confirming the start date to CATERING SERVICES HQ.

## **School Responsibility**

- ✓ Introduce the pupil to the catering team
- ✓ Provide a clear photograph of the child identifying the diet – this is to be displayed in the kitchen
  - the cook will be informed on a daily basis which children are having a lunch and the option they have chosen.