Aspens Services Limited
Teme House
Whittington Road
Whittington
Worcester WR5 2RY

Dear Parent/Guardian/Carer

The company firmly believes in providing high quality food for your child to enjoy that is safe to eat. Special diets are an integral part of our catering provision, whether as a result of an ethical or religious belief or a food intolerance or allergy.

We accept our duty to comply with the Food Information Regulation 2014 which states that allergen information must be provided for all food prepared and sold, and as such we are able to provide a meal for your child if they have a special dietary requirement However, in order for us to do this we require you to complete and return the special diets form to the school as soon as possible.

If your child has a food allergy resulting in a severe reaction/anaphylactic shock we will be in contact to discuss a suitable menu. If this allergy is to one of the known 14 allergens (celery, cereals containing gluten, crustaceans, egg, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide, tree nuts.) then your child can be fed from our allergy free menu until we have agreed a suitable menu with you.

If your child has multiple allergies or is allergic to other foods, such as tomatoes we request that you provide a packed lunch for them until we have met with you to agree a suitable menu.

For those children with intolerance and lifestyle choices, please follow your schools ordering system to select a suitable meal from the daily menu.

If you have any further questions or require assistance please contact us, via the school, where we will be happy to help.

Regards

The Catering Team

Special Diets/Allergy Form

The Company is committed to providing meals for children with special diets for medical and cultural requirements.

It is essential that all parties concerned work together when providing a safe, special diet and that this is reviewed with every menu change. Therefore, please ensure this form is fully completed.
If the parents and Head teacher are happy, we will also display a 'Food Allergy Record Sheet' and a photo of the child on the kitchen wall near the server.

It is vital that all forms are accompanied with a referral letter or other information from a medical professional (GP/consultant/dietician). The Operations Manager & Unit manager may need to meet the student's parents/guardian to discuss any specific dietary requirements. This form should be handed into the school and discussed with them in the first instance.

<table>
<tr><th colspan="6">Students Details</th></tr>
<tr><td>School/Academy</td><td colspan="3"></td><td>Male</td><td>Female</td></tr>
<tr><td>Student's Name</td><td colspan="3"></td><td></td><td></td></tr>
<tr><td>Student's Class</td><td colspan="5"></td></tr>
<tr><td>Diet required or allergy information (please tick)</td><td>Peanut</td><td>Milk</td><td>Crustacean</td><td>Soybean</td><td>Fish</td></tr>
<tr><td rowspan="3">Can have 'may contain'?

YES or NO</td><td>Celery</td><td>Nuts</td><td>Sesame Seeds</td><td>Mustard</td><td>Lupin</td></tr>
<tr><td>Eggs</td><td>Molluscs</td><td>Gluten</td><td>Sulphites</td><td>*Other</td></tr>
<tr><td colspan="5">*Other – Please state</td></tr>
<tr><td colspan="6">Please provide details of the nature of the allergy/intolerance</td></tr>
<tr><td colspan="6">Has the allergy or intolerance been medically diagnosed? (Please provide evidence. This must be provided for RED students)</td></tr>
<tr><td colspan="6">The Company uses a colour coding system to identify student requirements. Please tick which applies:

RED – student has had a severe reaction/anaphylactic shock to known food

AMBER – student has an allergy or intolerance

BLUE – student excludes foods due to lifestyle choice

For students that have been identified as RED a meeting may be necessary between the Company and Parents to discuss the student's requirements and agreed actions.</td></tr>
<tr><td colspan="6">Lifestyle – please provide details for dietary requirements based on lifestyle choices:</td></tr>
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Jan 2021

Parent/Guardian Details			
Main contact name and relationship			
Main contact – phone number and email address			
Second contact – name and relationship			
Second contact - phone number			
Other Information			
Has a photo ID form been completed and issued to the kitchen?		If EpiPen/ medicine is needed, who is the contact in school and is it kept on site?	

Parent/Guardian Acceptance		
Whilst we can provide meals which do not include allergens, we cannot guarantee that dishes may not contain traces of allergens, as these may be stored, prepared & cooked in the same kitchen as well as present in some ingredients from our suppliers due to production techniques. I confirm that the information supplied is correct and will notify of any changes to the school and caterer immediately. I also understand that this information will be shared with others and displayed in the kitchen (photo & allergy)		
Name	Signed	Date

Agreed Actions		
RED Category Student Plated Meal provided Packed lunch provided by the parent/guardian Student going home Other		
AMBER & BLUE Student - Please list suitable foods		
Any other relevant information		
Operations/Area Manager	Signed	Date
Unit Manager Name	Signed	Date