

SPECIAL DIET REQUIREMENT PROCEDURE

Parent/Carer requests special diet request form available from School Office



School issues special diet form to Parent/Carer



Parent/Carer returns completed special diet form (together with letter from dietician/doctor for medically prescribed diets and up to date photograph of pupil) to school clerk or direct to Blaenau Gwent School Meals Catering Service via the dedicated email:

specialdiets@blaenau-gwent.gov.uk

To protect the health of the child, we request that a packed lunch from home be provided until a confirmed start date has been agreed.



Request will be reviewed by dietician who will liaise with pupil's parent /carer to produce a realistic and manageable menu and agree a start date.



Once the menu has been agreed the dietician/Central Team will liaise with the school cook who will be supplied with a copy of the special diet menu, child's name, and class.



The school cook will ensure that all members of the kitchen team are made aware of the pupil's dietary requirements and location of the relevant information



Parent/Carer and Head Teacher will be advised of a definite start date