



**Eastbrook Primary Academy**  
Headteacher: Mrs J Sherlock  
Tel: 01273 874050  
Email: [office@eastbrook.w-sussex.sch.uk](mailto:office@eastbrook.w-sussex.sch.uk)  
Website: [www.eastbrook.w-sussex.sch.uk](http://www.eastbrook.w-sussex.sch.uk)



21<sup>st</sup> September 2018

Dear Parents and Carers

As you may be aware, Caterlink, cooks fresh food daily on the premises and we hope your child has tried some of the delicious food.

Please find attached a letter concerning allergy/dietary requirements. If your child has any dietary requirements due to health or religious reasons please complete the form and return it to the office.

May we also remind you that currently all children who are in Reception, Year 1 and Year 2 qualify for a **Universal Free School Meal** that is funded by the government, however if you are receiving State benefits, such as Universal Credit and think you may be entitled to Free School Meals please speak to the office staff. They will provide you with a claim form as the school receives additional funding for children entitled to Free School Meals.

Yours sincerely

**Mrs J Sherlock**  
Headteacher

### Special Diet / Allergy Form

Caterlink are committed to provide meals for children needing special diets for medical and cultural requirements, where possible. We work closely with our suppliers and aim to be as accurate as possible but it must be noted that we can only be guided by the information the suppliers provide, similar to the process of a parent catering for a special diet.

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. We will also display a 'Food Allergy Record Sheet' and photo of child on kitchen wall near servery with the allergen information, unless you say otherwise

It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician), It is important the unit manager and kitchen team or servery supervisor have met the child requiring the special diet to ensure they give the right meal to the right child. This form should be handed into the school and discussed with them in the first instance.

PUPILS DETAILS										
Child's Name									MALE / FEMALE	
Class										
Date form issued to the school and to who										
Diet required or Allergy information <i>please tick</i>	<input type="checkbox"/>	Peanut	<input type="checkbox"/>	Milk	<input type="checkbox"/>	Crustacean	<input type="checkbox"/>	Soybean	<input type="checkbox"/>	Fish
	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sesame Seeds	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Lupin
	<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Gluten	<input type="checkbox"/>	Sulphites	<input type="checkbox"/>	Other*
	*Other – please state									
SCHOOL DETAILS										
Name of School										
School Address (in full)										
Is the Headteacher involved/ aware?										
Caterlink Area Managers name										
Unit Manager										
Production kitchen address (if different to school)										
Mid Day Supervisor or School contact regarding special diets / allergies										
PARENT/GUARDIAN DETAILS										
Main Contact Name & relation to child										
Main Contact - Phone Number(s) / E-mail address										
Second Contact Name & relation to child										
Second Contact Phone number										
OTHER INFORMATION										
Has a photo ID form been completed and issued to the kitchen?										
Has the unit manager been informed?										
If Epipen / Medicine is needed who is to be contacted and is it kept on site										
I'm happy for my child's allergen information and picture to be displayed by the servery	YES / NO Please circle									