



St. Matthew's Catholic Primary School

Queen's Drive, Liverpool, L4 8UA Tel / Fax: 0151 226 1871

Head Teacher: Mrs C Sime

Dear Parent/ Carers,

School Meals – Food Allergy, Intolerances and Special Diets Procedure

Helping your children to make the right choice at lunchtime and understand the importance of healthy eating is at the forefront of our service.

We know that children directly benefit from good, wholesome and interesting food during the school day. We start with fresh ingredients, sourced from the right suppliers, which are seasonal and British wherever possible. We introduce modern food styles but retain traditional cooking methods.

The focus of our menu development is on quality and variety; they are designed to be attractive and appetising and appeal to different age groups. It is critical to understand that eating habits change as we grow and that the needs of girls and boys are different. Using only the freshest ingredients dishes will be cooked from scratch. Pupils will be able to choose from a range of filled breads and wraps, freshly prepared salads, varied main meals from around the world, deserts, and homemade cakes and tray bakes.

I would like to take this opportunity to update you on our food allergy, intolerances and special diet procedure. As a food provider, our external caterers have had many years' experience in catering for schools and from information provided by parents, clients and professional experts they have in place food allergy, intolerance and special diet procedures to manage your child's requirements.

If your child has been medically diagnosed with a food allergy or intolerance, please complete the enclosed food allergy, intolerances and special diets reporting form to assist us to cater for your child's needs. This form needs to be returned prior to your child's commencement at the school.

Please could you return the form by September, as this will allow our catering team to evaluate and clarify this information where necessary, enabling us to make any specific



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arrangements or adjustments to ensure the most appropriate provision of meals for your child.

Please ensure that you also inform us whenever there is a change to your child's medical condition which may affect their food requirements, or if there is an update from the doctor regarding their food allergy or intolerance.

The details of the allergy or intolerance can be supported by either a doctor's letter or a letter from a dietician regarding the required diet. A medical letter will ensure that our staff can identify specific allergens in ingredients so that an appropriate diet can be provided.

One example highlighted the need for a medical letter is if, for example, your child has an egg allergy. The allergy reporting form will highlight an allergy to egg and a medical letter will be required. On examination of the medical letter it may be evident that the allergy is to raw egg, whilst cooked egg and egg contained within products are fine to consume. This information will be essential to ensure that we provide a diet suitable for your child's allergy or intolerance whilst also preventing their diet from being restricted further.

We hope that you can assist in the prompt identification of your child should they suffer from a food allergy, intolerance or special diet, providing all necessary information required which will enable the safe provision of meals. If you require any further information about food allergen, intolerance or special diet procedures, please do not hesitate to contact us.



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