

Dear Parent/Guardian

Re: Requesting a special menu

Notes for completing the lifestyle and cultural diet- school meals request form

Please complete the lifestyle and cultural diet – school meals request form, if your child either follows a specific . All the sections on the form need to be filled out. A signature from a healthcare professional is not required.

Once the form has been completed, please return to the address at the bottom of the form; and keep a copy for your records. Once we have received the form, you will either receive a special menu for your child by post or be contacted by phone to discuss your child's special diet requirements and then a menu will be sent out to you.

Please allow 15 school days for your menu to arrive (**Please note** at certain times of the year this may be longer due to an increase in the number of forms being sent in this tends to be September & October).

Once you have received your child's menu we ask that you contact us to confirm that you are happy with the menu and discuss a start date. Your child's school cook will also get a copy of the menu and once we have discussed the menu and start date we will inform your child's school cook.

To protect the health of your child until you have confirmed the start date for your child's special menu or you have completed a disclaimer form (see next page for more information on the disclaimer form), your child should be having a packed lunch provided from home.

Thank you for taking the time to read this information and please do not hesitate to contact us if you have any further queries or concerns.

Yours sincerely,

Dumfries and Galloway Facilities Operations

**LIFETSYLE AND CULTURAL DIET FORM – SCHOOL/NURSERY MEALS
REQUEST FORM CHILD’S DETAILS**

Please tick the box if you agree for Dumfries and Galloway Council to store and share your child’s information with the school and catering team.

Child’s Name..... Date of Birth.....

Male Female (Please circle)

Address.....

Post Code.....

To identify your child, it would help if the kitchen had a photo of your child. Please tick the box if you are providing a photo of your child and that you give your consent for it to be displayed in the school/nursery kitchen along with their name and dietary requirements. Please note other school related staff and contractors may have access to the school kitchen. You can withdraw this consent at any time by contacting your school catering team. (Please send photo to your school/nursery kitchen)

PARENT / GUARDIAN DETAILS

Contact Name.....
 Contact Address.....
Post Code.....
 Contact Phone Number.....

In making this request for a lifestyle or religious reason, I acknowledge that whilst employees of Dumfries and Galloway Council will make every reasonable effort to comply with my child’s dietary requirements, this is not always possible because of manufacturers’ variations to food items, which are outside our control.

Signed.....

SCHOOL/ NURSERY DETAILS

Name of School/Nursery

School/Nursery Address

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.....Post Code.....

Is the Head teacher involved? (Please circle) YES NO
School/Nursery year.....

DIETARY DETAILS

Details of lifestyle or religious Dietary Requirements

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As well as requiring a special menu is your child following a (Please tick all that apply)

Vegan Diet Beef Free Diet Pork Free Diet Lamb Free Diet

Fish Free Diet

Other:.....

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Please return to:

Shannon Quigley, Facilities Services, Dumfries & Galloway Council, Cargen Tower, Garroch Business Park, Garroch Loaning, Dumfries, DG2 8PN.
(Updated May 2019)