

**Kathryn Boulton**  
Assistant Director Schools and Learning

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Head of County Catering Service

Children and Younger Adults Department  
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Telephone	01629 536597
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Minicom	01629 585400
Email	Kevin.hill@derbyshire.gov.uk
Ask for	Kevin Hill
Our ref	Special Diet
Your ref	
Date	18 April 2016

Dear Parent/Carer

### **CAYA School Catering Special Diet Request Form**

If you require special dietary arrangements for your child taking a school meal at a Derbyshire County Council school, please complete the form attached to this letter and return to the address indicated.

PLEASE NOTE: all requests for special diets must be accompanied by a medical referral from either a General Practitioner or Dietician with appropriate diet sheets included where possible.

Every effort will be made to provide the diet required. However, in some cases the Catering Service will contact you direct to clarify your child's particular needs. When the medical referral request form is received, Catering Services will discuss your child's needs with the Catering Unit Supervisor in the school and you can be assured of our commitment to their individual requirements.

In the case of pupils who suffer from severe nut allergy and Phenylketonuria (PKU), parents / guardians will be asked to complete an indemnity form.

Most special diet requests commence immediately on receipt of the medical referral, however for complicated dietary arrangements this may need a lead in time of two weeks. We will notify you of a date when the dietary arrangements are in place.

Please notify the Unit Catering Supervisor at the school if you no longer require a special diet for your child, or if they change from the school meal service to a sandwich meal.

If you have any queries, please contact Kevin Hill, Primary Catering Manager at Chatsworth Hall, telephone 01629 536597. Thank you for your co-operation.

Yours sincerely

**Kevin Hill**  
**Primary Catering Manager**