

Contact: www.itstwelve15.co.uk/contact



Head Teacher & School Business Manager

Town Hall
The Parade
Epsom
Surrey KT18 5BY

www.itstwelve15.co.uk

Our ref: **Special Diet & Allergen Procedures -Live Link**

13 September 2021

Dear Head Teacher and Business Manager,

Further to our correspondence last term regarding the planned changes to the special diet & allergen procedure we are pleased to update you and advise that the online system will go live this month.

Below is the link to the online application form which will be available for parents/carers to access from Monday 13 September. We are very appreciative of your support in cascading the link to all existing and new parent/carers at your school, requesting that they complete an online application if their child requires a special diet and would like to take the option of a school lunch from 01 November 2021.

[Allergies and Special Diets - Twelve15 \(itstwelve15.co.uk\)](http://www.itstwelve15.co.uk)

Parents/carers will also be able to access the link themselves by going to the Allergies and Special Diets page on the Twelve15 website. Enclosed is a newsletter with further details to circulate to parents/carers.

The new Twelve15 special diet & allergen procedure will enable us to place further safeguards around the provision of meals to pupils and students with food allergies and intolerances. By implementing a direct application process, we will have oversight of all special dietary requirements throughout our business. This will further secure our ability to ensure that only a pre-determined safe menu offer is identified and communicated to the parent, school and catering team. Only an appropriate, safe menu will be offered and therefore we are asking all parent/carers to complete the application process in advance of their child accessing a school meal. The

procedure will focus on special dietary needs for reasons of food intolerance, allergic reaction to the 14 recognised food allergens and/or cultural and religious requirements.

If you have any queries or need any clarifications regarding our new special diet application process, please do not hesitate to get in touch at [Contact – Twelve15 \(itstwelve15.co.uk\)](http://itstwelve15.co.uk) and select 'Food-Allergens' in the drop-down options.

Thank you again for your support in this matter.

With kind regards,

A handwritten signature in black ink that reads "S Atkinson". The signature is written in a cursive style with a large, looped initial 'S'.

Sarah Atkinson
Head of Twelve15

cc: Tracey Killick, Catering Services Manager, Strictly Education4S
Jane Duffton, Service Manager, School Relationships & Support