

Dear Parent/Carer

Does your child have any special dietary needs?

If **NO**, then you don't need to read this letter or do anything else.

If **YES**, then please read this letter and fill in and return the attached form.

Food allergies, intolerances and other dietary-related medical conditions are a growing concern for schools. Children who are affected can suffer a severe or even fatal reaction if they eat or come into contact with food they're allergic to.

So please:

1. Fill in the attached form as accurately as you can, describing any:

- Food allergies (for example to cow's milk)
- Food intolerances (for example to gluten)
- Other dietary-related medical conditions (for example coeliac disease)

Please don't use the form to describe your child's food likes and dislikes.

2. Return the form to Nova Hreod, FAO Student Services or by email to: l.read@novahreodacademy.org.uk by Thursday 23rd July 2026.

Once we get this information, we'll share it with our catering partner Sodexo Ltd, so they can make sure your child gets alternative meals that are safe for them.

If your child's condition changes after you send us the form, you need to tell the school as soon as possible.

We've included answers to frequently asked questions, as well as information on the difference between allergies, intolerances and dietary requirements.

Thanks for taking the time to read this letter and filling in the attached form. Together, we can provide a really safe school environment for your child.

** Drive * Integrity * Scholarship * Contribution*



Food Safety Management System Forms

Information about my child's special diet

Please fill in this form in BLOCK CAPITALS and return it to your child's school.

Section A: General details

Child's full name	
Class, form and tutor	
Your name	
Your relationship to the child	

Section B: Declaration

I confirm my child has a food allergy, intolerance or other dietary-related medical condition that needs addressing. The information in this form isn't about my child's food preferences.
I agree to information about my child's allergy and any related doctor's or registered dietician's medical assessment being provided to the school's catering partner Sodexo (including any other relevant personal data, like photographs, if I've agreed with the school), solely so they can provide suitable meals for my child.

Parent/ guardian signature

Date

Section C: Allergy details

Does your child have food allergy? If YES, fill in this section. If NO go to Section D.

Please include as much information as possible about your child's food allergy in the space below. For example:

- Can they tolerate products that say 'may contain traces'?
- What types of nuts are they allergic to – or should they avoid all nuts?
- Should they avoid all forms of the allergen - or can they tolerate some forms, for example raw, baked or cooked?

If possible, please provide a copy of any relevant medical assessment or confirmation.

Sodexo cannot guarantee the absence of any specific allergen. Our staff will be happy to talk to you about what we do in the kitchen to reduce the risks of allergen cross-contamination.

Allergen	Tick if YES	Additional Information
Celery		
Cereals (containing gluten)		
Crustaceans		
Egg		
Milk		
Molluscs		
Fish		
Lupin		
Mustard		
Nuts		
Peanuts		





Sesame Seeds		
Soya		
Sulphur Dioxide (Sulphites)		

Other food allergies

If YES please provide as much information as possible about your child's condition here:

Does your child have an adrenaline auto-injector?

Section D: Other dietary-related conditions

Does your child suffer from a medically diagnosed dietary-related condition (like coeliac disease)?

If YES, please provide as much information as possible about your child's condition here:

Does your child have any food intolerances? This may or may not be medically diagnosed.

If YES, please provide as much information as possible about your child's condition here:



Frequently Asked Questions - Parents

1. Q. I think my child/young person has an allergy to certain foods but I am not sure. What should I write on the form?

A. If you think your child/young person has a food allergy then we strongly advise you to seek the advice of either a medical or nutritional professional to obtain further information as soon as possible. If you tell us that your child/young person has an allergy, but you do not yet have an assessment of their condition from either a doctor or a dietician, their diet will be restricted to foods which our catering partner Sodexo believes are unlikely to induce any allergic reaction. Once you have been able to provide a doctor or dietician's assessment of your child/young person's condition we may be able to offer them a wider menu appropriate to their needs.

2. Q I have already told you verbally about the food allergy, why do I need to fill in a form?

A. We need to keep a written record with details of any food allergies that your child/young person has so that we can share it in an emergency with medical professionals. We also need to ensure that we are sharing accurate information about your child/young person's food allergy with Sodexo who are the company that provide our catering.

3. Q. What is the difference between an allergy, intolerance and medically related special dietary requirements?

A. A food allergy is when your immune system mistakenly thinks that certain foods are harmful to their body causing it to react. The symptoms are usually those of 'classic' allergy such as a red raised, itchy rash (urticaria), wheezing, vomiting, severe gut symptoms or (very rarely) sudden collapse. These can occur within a few minutes of eating or coming in to contact with the allergen. A food intolerance doesn't usually involve your immune system. However, coeliac disease is an intolerance to gluten and does involve the immune system. Some medical conditions may require a special diet, such as a modified texture diet such as fork mashed, smooth or pureed. All of the above should be recorded on the form.

4. Q. My child/young person requires a specific cultural or religious diets, vegan or vegetarian diets, should these be detailed on the form?

A. There is no requirement to complete the form, as Sodexo do not consider cultural or religious diets, vegan or vegetarian as 'special diets' as we believe our menus offer a diverse range of foods to cater for pupils for all backgrounds.

4. Q. Can your catering partner Sodexo promise to provide food that is created and served in 'nut free' environments?

A. Sodexo is unable to commit to ensuring that any establishment that it provides food to will be completely 'nut free'. Whilst Sodexo does not use whole peanuts or tree nuts as ingredients within its premises (unless specifically requested to do so), some of those ingredients come from manufacturers who have placed a 'may contain traces of peanuts or tree nuts' label on them. This means that food produced using these ingredients cannot be claimed to be 'nut free'.

5. Q. Can you guarantee that the meals served will be free from my child's allergens?

A. Sodexo have in place strict measures to control allergen contamination; we do handle allergens in our kitchen and therefore cannot guarantee the product to be free from the specific allergen.

6. Q. My child/young person has packed lunch. Why do I need to complete the form?

A. In certain educational establishments, children/young people who eat meals prepared by our caterers will sit with those who eat packed lunches. Some children/young people with food allergies can suffer a reaction by either coming into contact with or being in close proximity to the particular ingredient that they are allergic to. By understanding which child/young person has a food allergy we are able to limit the potential of an incident occurring.

7. Q, Providing and sharing medical information on of my child/young person with the catering partner Sodexo.

A. Allergens data is considered health data and under the GDPR this is a special category of data which has specific requirements. Legal advice received advises that the only relevant legal basis for the processing of allergens data is explicit consent from the data subject (or in our case the parent/guardian of the student due their age) and it is only with this explicit consent is permitted under GDPR to process the allergens data we receive from you.

We ask for this explicit consent from parents/guardians via our Special Diet Information Form.

General Data Protection Guidance Note

Thank you for your cooperation with our Managing Special Diets in Schools. As referred to in our letter, we have considered data protection obligations found in the General Data Protection Regulation (“GDPR”) when compiling this process. We need to ensure that any personal data we receive from our clients as part of the Managing Special Diets in Schools Process is done so in compliance with GDPR.

-) Under the GDPR, personal data can only be processed where there is a lawful basis for processing that personal data.
-) The GDPR provides several legal basis for processing personal data and the relevant legal basis largely depends on the nature of the personal data being processed.
-) Allergens data is considered health data and under the GDPR this is a special category of data which has specific requirements.
-) The legal advice we have received advises that the only relevant legal basis for the processing of allergens data is explicit consent from the data subject (or in our case the parent/guardian of the student due their age) and it is only with this explicit consent that Sodexo is permitted under GDPR to process the allergens data we receive from you.
-) We ask for this explicit consent from parents/guardians via our Special Diet Information Form.
-) Without this explicit consent you will not have the legal basis to send us the allergens data and where you send the allergens data to us without this explicit consent, not only will this not be in compliance with GDPR, it will be extremely difficult for us to use any allergens data that you provide to us in our operations (i.e. to prepare an alternative meal etc). This could have a detrimental effect on the standard of service that you have committed to provide your students when you appointed Sodexo as your catering partner.

Additionally, the legal advice we have received on this subject advised that vital interest is not the correct legal basis for processing of allergens data in the context of a Special diet process. This is because use of vital interests as a legal basis is very limited in scope and applies only in circumstances where there is medical incapacity and the data subject is incapable of giving consent; where it is still possible to obtain the explicit consent of the data subject, explicit consent should be sought.

Thank you again for your continued cooperation.

Sodexo Catering Team