

Dear Parent/ Guardian,

Welcome to Chartwells Medical Diets

Here at Chartwells the safety of your children is our number one priority. We understand the importance of ensuring that pupils with medical diets can continue to enjoy a safe, balanced meal alongside their peers in school.

As a recipient of this letter you would have highlighted your child as having an allergy or special dietary requirement. Please note that in order to ensure that your child is supported safely and effectively we would kindly ask you to complete the attached '**Medical Diet Request forms**'. **Please complete all parts of these request forms** in full in order for your application to be processed.

The Healthy Eating in School Regulations (2013) states that medically prescribed dietary requirements are prescribed by a registered medical practitioner; or a Registered Dietitian, therefore evidence of this will need to be provided on the medical diet request form and written correspondence from a registered healthcare professional dated within the last 6 months will need to be supplied via this form to include:

- Name and job title of the healthcare professional.
- Place of work (GP surgery/ hospital) and telephone number of the healthcare professional.
- Details of your child's special dietary requirements.

This information will enable us to assess your child's dietary requirement and can be reasonably assessed to ensure that they are able to be safely provided for.

If your child has previously been diagnosed and evidence is on file for this at your local GP but you unable to obtain an appointment with your GP or Dietitian due to waiting lists then your Doctors Surgery/ Hospital will be able to simply stamp the 'Medical Diet: Supporting Evidence' form to confirm that a diagnosis has already been issued to confirm this and support our records.

Once we have received the completed medical evidence forms you will then be issued with the appropriate menu, or in the case of diabetics, a Carbohydrate Counting document along with a Medical Diet Menu Parent confirmation form. This will confirm that you are happy with the menu issued for your child.

Your school has copies of the 'Medical Diet Request forms' should you need to obtain copies. Completed forms should be handed in to your school. They will keep these filed confidentially in the office and send a copy to myself so that I am aware of the pupils requirements.

We hope that this reassures you that we are doing all we can to support you and keep your children healthy and safe at school. Should you need any further help please do not hesitate to contact myself, the Welsh Chartwells Dietitian at: rachel.margretts@compass-group.co.uk.

Yours sincerely

Rachel Margetts
Registered Dietitian
Chartwells