

28 March 2017

Dear Parent/Guardian

HCL is the school meal provider at your child's school. We are committed to providing a healthy, nutritious meal that all pupils enjoy and we pride ourselves on having a rigorous process in place to provide a safe meal service to pupils with food **allergies or intolerances**. The system also makes provision for those pupils who require an amended menu for religious or cultural reasons. To further reinforce and simplify this process we have now created a bespoke online facility via the HCL website.

All new applicants now apply online and we need to also introduce this for children already receiving a special menu. Attached are more details of how to access the site and register your child's details to enable you **to reapply through the new system**. The supply of school meals for existing pupils will not initially be interrupted during this process however please be aware that applications will need to be received by 5th June 2017. In view of the time scales we will not be expecting the parents of pupils leaving the school this summer to reapply.

To ensure that food groups are not withdrawn from pupils' diets without medical supervision and to also ensure that we have a full understanding of the medical implications, applications can only be made with supporting evidence from a medical professional. This will be required for all new starters and as part of the re-application for existing pupils already being fed.

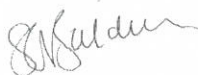
If you do not hold medical evidence there is a form that can be downloaded that can be taken to a GP for them to stamp and sign.

Vegetarians need not apply since our menus provide a daily vegetarian option as standard. Pupils requiring Halal, Pork Free or Beef Free Menus need not apply for the same reason.

There is guidance throughout the online application and there is a list of Frequently Asked Questions but if you don't have access to the website, have any queries or require assistance then please feel free to phone HCL on 01707 292500 or email to Nutritionist@Hertscatering.co.uk.

Many thanks for your support in updating our systems and processes.

Yours faithfully



Sarah Baldwin
Food Development Manager