

Dear parent or guardian,

**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 to Blue Coat School Reception

If your child's information has already been submitted to the AiP Group of Companies you DO NOT need to complete this 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)
- Other dietary-related medical conditions
- Please note – you need to attach all medical documentation

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

2. Return the form to the School Office, by post using the school address, Blue Coat School, Terry Road, Coventry, CV1 2BA, or via email at [schooloffice@bluecoatschool.com](mailto:schooloffice@bluecoatschool.com) at least 3 weeks before the start of the new term / academic year.

Once we get this information, we'll share it with our catering partner AiP Group of Companies, 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, it is your responsibility to tell the school immediately. Please note that any changes to the menu for your child will take up to 5 working days to be implemented.**

We have included answers to frequently asked questions on the following page. If you have any more questions, please contact the school office at [schooloffice@bluecoatschool.com](mailto:schooloffice@bluecoatschool.com)

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

Yours faithfully

**Mrs Henden**

Senior Deputy Headteacher

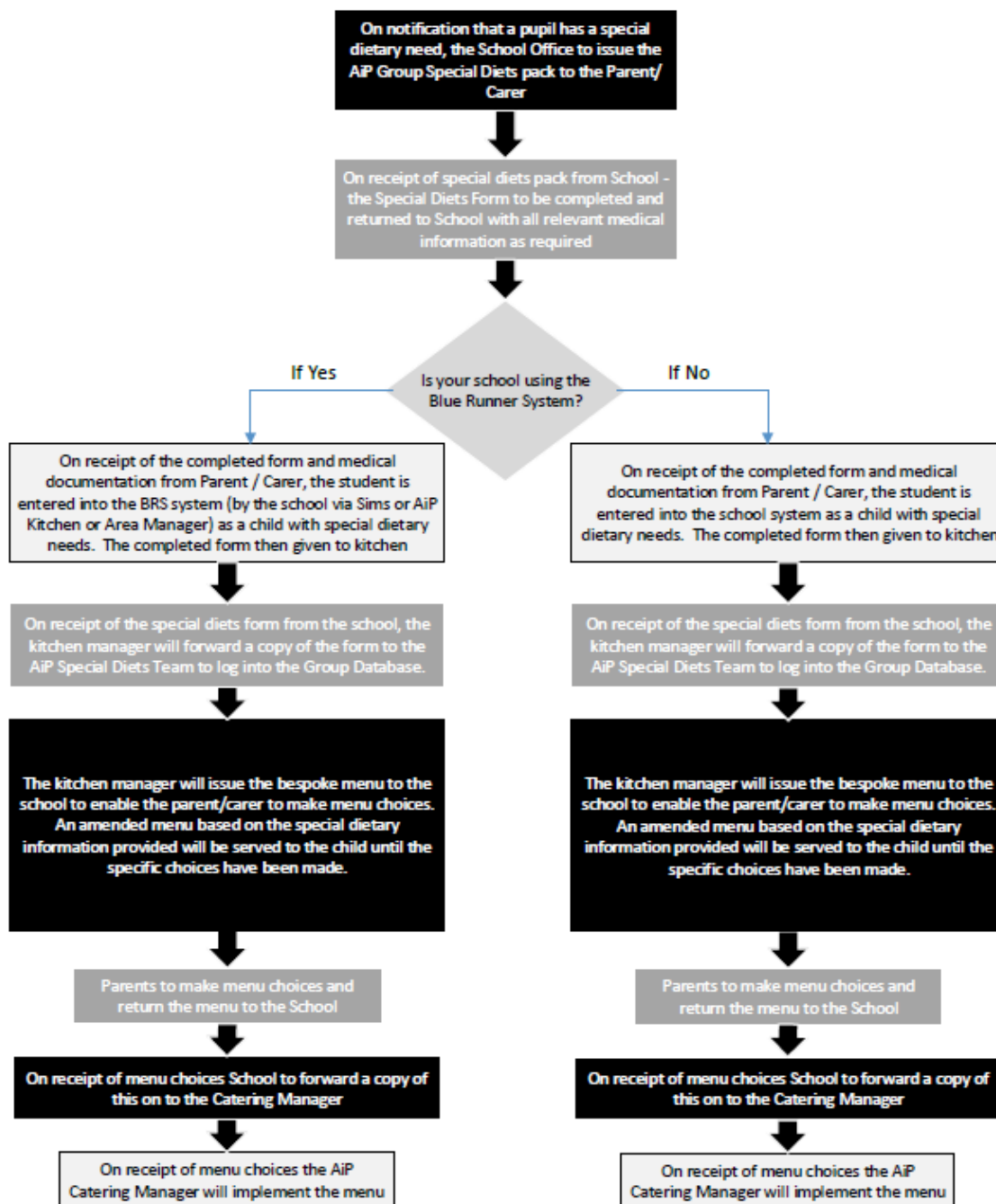


# Blue Coat

Church of England School  
& Music College

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024 7622 3542  
admin@bluecoatschool.com

## AiP Group of Companies Client Special Diets Process



NB: It is the responsibility of the school to inform the AiP Group of Companies Catering Manager of any changes in Pupils dietary requirements

KEY: ■ School ■ Parent □ AiP