**[To be on school client letter headed paper]**

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.

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 [INSERT SCHOOL CLIENT NAME AND ADDRESS or INSERT SCHOOL CLIENT E-MAIL ADDRESS] by DD/MM/YYYY** 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 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 on the following page, as well as information on the difference between allergies, intolerances and dietary requirements. If you’ve any more questions, please contact **[INSERT NAME OF CLIENT CONTACT/E-MAIL ADDRESS/TELEPHONE NUMBER AS APPROPRIATE].**

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.

[Yours faithfully]

[NAME of headmaster or their delegate].

[Insert School name]