

8<sup>th</sup> September

Dear parents/guardians,

My name is Helen Merrick and I am the Operations Manager for abm catering ltd at your school. Within my remit I oversee Food Safety, Food Standards, Allergens and Nutrition for the school. At abm catering ltd we are very conscious of varying dietary requirements and the needs of the young people we serve food to.

At the very core of abm catering ltd is the desire to provide a service of safe, fresh, nutritious food. We are a contract catering service that holds strong values to ensure that our young people have the opportunity to receive a healthy and filling meal at school every day.

We believe that it is very important that every child can receive a balanced and wholesome meal irrespective of their dietary requirements. For this reason, we have devised a procedure for special diets which ensures that our staff are provided with the knowledge and understanding of any specific dietary requirement and that an alternative menu can be provided where necessary.

It is very important that this special diet procedure is followed for every young person who has any food allergies or other medical requirements, to ensure that every who needs it receives food that is safe for them to eat.

Please find enclosed the special diet procedure and the **link to our Special Diet request form**. This form must be completed and returned to abm catering using the on-line portal. I ask that you ensure that a special diet request form is completed for every young person with dietary requirements, by the parents/guardian or carer.

Once completed, the special diet request form, along with supporting medical evidence must be provided to the Catering Manager on site who will pass on to myself and I will then liaise with the abm Nutritionist. All information will be treated in confidence and in line with the General Data Protection Regulations.

I thank you in advance for your co-operation in this matter. If you have any concerns, queries or comments do not hesitate to contact me on 07889411715 or via email to [hmerrick@abmcatering.co.uk](mailto:hmerrick@abmcatering.co.uk).

Yours sincerely

**Helen Merrick**  
**Operations Manager**





## Special Diet Request Form

Registered Office: abm catering limited, Eagle Court, Saltisford, Warwick CV34 4AF  
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