

Wednesday 14<sup>th</sup> November 2018

Dear Parent / Carer,

**RE: Management of Allergens**

Throughout The Shared Learning Trust Academies, the food served in the dining rooms each day is provided by Chartwells. In partnership, we wish to address the issue of food allergens.

You will no doubt have seen recent news reports around allergens. This is an issue we take extremely seriously and we understand our responsibility to the young people we serve.

I would like to reassure you that we are constantly reviewing our processes and systems for the management of allergens and the prevention of allergy incidents. These reviews are led by the Chartwells team, which includes the Health and Safety and Food Safety Directors as well as nutritionists, chefs and food allergy specialists. As a result of this monitoring, earlier this year, an allergen management plan was put in place that has been implemented across Chartwells.

One key area this includes is the development of an allergen awareness programme, to support the training that our colleagues receive in respect of allergens. This will be a rolling programme, to help our people understand and manage food that contains allergens. In addition, we are constantly reviewing our recipes to remove unnecessary allergens, as well as working with our suppliers to understand which allergen-free ingredients they can supply us with.

Please note, **it is extremely important that you inform your child's academy and Chartwells of any food allergies or intolerances that your child has.** We welcome all children with allergies/intolerances and providing we deem it safe to do so, an appropriate meal can be provided daily in line with our internal policies and procedures. This food is prepared in a sanitised area of the academy's kitchen.

Please see enclosed a special diet form to be completed and returned.

Please return the diet forms to the academy, along with medical evidence and two photographs. If you do not have photographs readily available, you can give permission for the academy to pass on the photograph held on SIMs. **Your child should hand the form and documentation in a named envelope to Reception.** This information will be added to the academy's database on SIMs and then passed to the Chartwells kitchen manager.

Deadline for return of the forms is **Friday 30<sup>th</sup> November 2018**. **If, however, your child has a life threatening or severe allergy, you must inform the academy with immediate effect by returning the form within 24 hours.**

*The Shared Learning Trust and Chartwells wish to inform you under article 13-14 of the General Data Protection Regulation you have the right to be informed that the lawful basis for collecting this information is in section (D) Vital Interest. All information will be processed in accordance with the trust's and Chartwells' privacy policy.*

Yours faithfully,



Richard Taylor  
Managing Director, Chartwells



Cathy Barr  
CEO, The Shared Learning Trust