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Ask for Katie Woods  
Email Katie.woods@derbyshire.gov.uk  
Our ref  
Your ref  
Date 18 May 2020

Dear Parent/Carer

### Provision of a Medical Diet

Derbyshire Catering Services believe that the provision of medical diets is an important part of the service we offer to pupils, parents/carers and schools. We work in partnership with schools to ensure pupils who require an alternative diet due to medical reasons are catered for.

If your child requires a medical diet please complete Part A of the Medical Diet Form attached to this letter and return to the address indicated.

**PLEASE NOTE:** all requests for medical diets must be accompanied by written confirmation from a health care professional. Until written confirmation is received a medical diet will not be provided.

Every effort will be made to provide the diet required. Medical dietary requirements will be managed in a way that is realistic to the catering section and pupil and therefore it may not be possible to accommodate all desired amendments. If necessary we may contact you to clarify your child's particular needs.

When the medical diet form is received, our Menu Development Officer will action any necessary arrangements with the Catering Supervisor at your child's school. Once the arrangements are confirmed we will advise you of a date when the dietary arrangements are in place.

We would be grateful if you could notify the Catering Supervisor at your school if you no longer require a medical diet for your child or if they change from the school meals service to a sandwich meal.

If your child moves to a new school (i.e. changing schools or moving from infant to junior school or primary to secondary school) a new application must be submitted.

Yours sincerely

**Katie Woods**  
Menu Development Officer  
Children's Services