



## FOOD AND DIETARY POLICY

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

This Policy should be read in conjunction with Thomas's First Aid Policy, Medical Care Policy.

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### SCHOOL SUPPLEMENTS

[Thomas's Battersea Dietary Policy Key Personnel and Contact Details](#)

[Thomas's Clapham Dietary Policy Key Personnel and Contact Details](#)

[Thomas's Fulham Dietary Policy Key Personnel and Contact Details](#)

[Thomas's Kensington Dietary Policy Key Personnel and Contact Details](#)

### 1. INTRODUCTION

It may be said that an army marches on its stomach, and this could apply equally to schoolchildren. Even though the pupils are at school for just one main meal a day, the nutrition of the food they are offered is nonetheless of crucial importance, in both appeasing their appetites and developing healthy eating habits for the future.

This policy outlines the School's responsibility to be mindful of the special dietary requirements of pupils from religious groups and culture, vegetarians and vegans and to ensure that medical and dietary requirements are satisfied.

## **2. AIMS**

- To provide a widely varied, healthy balanced and tasty diet for all the pupils.
- To identify all pupils with medical dietary needs.
- To ensure that special dietary needs are met and catered for wherever possible.

## **3. ROLES AND RESPONSIBILITIES**

The General Catering Manager works across Thomas's London Day Schools and has overall responsibility for the menus and food suppliers. He leads the catering departments, ensuring that the latest nutritional and healthy eating developments are adopted where appropriate.

Each school has a Chef Manager, Head Chef and team of catering staff who both prepare the food and serve it to the pupils.

## **4. PROCEDURES**

### **4.1 Food provided by the school**

The schools have their own kitchens and produce a good meal each day. The emphasis is on healthy eating.

- The Thomas's menu works on a 4 week cycle and the weekly menu is placed in the school bulletin allowing parents to plan their home meals around these to ensure their child gets a good mix of foods throughout the week.
- All hot food and salads are made from scratch and there is choice between hot and cold fare, with plenty of fresh, seasonal fruit, vegetables and salads.
- The school attempts to cater for all tastes and preferences, including vegetarian and offers a range of familiar foods as well as introducing new flavours.
- The chefs employ a range of healthy methods including reducing sugar and salt in cooking, and baking rather than frying where possible. However the kitchens do not operate under either Kosher or Halal rules.
- The frontline catering staff make it their job to know the names of the majority of pupils they serve, to help create a welcoming and caring family feel at meal times and to encourage those pupils who may be more "fussy" with their eating habits.
- Members of staff are aware of appropriate portion sizes for children and monitor the children's eating habits both to advise them to stop eating when they are full or to encourage them to eat a little more if necessary.
- Fresh drinking water is constantly available for the children and they are encouraged to drink water regularly throughout the day. Each child brings in their own water bottle and cups are also provided.
- Morning snacks are provided and consist of a drink of water or milk and a healthy balance of the main food groups throughout each week.

### **4.2 Food from home**

The bringing of snacks and drinks from home is discouraged to ensure that those on special diets are not discriminated against and to encourage good general habits. For many pupils, dietary considerations are very important and the school is keen to work with parents to provide a suitable diet.

Extreme vigilance must be exercised about any food coming into school; club snacks, cake sales etc. Birthday Cakes should not be brought in from home due to the potential triggering allergic reactions.

## 5. ALLERGIES AND DIETARY REQUIREMENTS

In view of the number of children who suffer from allergies, absolutely no nuts and sesame products whatsoever are allowed in the schools and should not be used in any circumstances.

1. Parents of new and/or current pupils should notify the Designated Person within the school (**see school supplements**), in writing if their child has any food allergies or dietary requirements due to medical need or observance of religious faith. This information should also be recorded on the Emergency Pupil's Information Form (EPIF) before a child starts at school and updated as circumstances change.
2. If more information is required the Designated Person will send out a form (**see Appendix 1**) to be completed and returned. A report for the pupil will be compiled consisting of
  - their photograph;
  - special procedures that will need to be adopted;
  - medication requirements;
  - what to do in an emergency;
  - emergency contact numbers;If necessary, the parent will supply "What to do if" information from their child's Doctor/Consultant.
3. The Designated Person will place copies of the report in the school office and the staff room and give copies to the Chef Manager and the child's form teacher.
4. The Designated Person will ensure that all catering and academic staff are made aware of the identities of all pupils with medical dietary needs and allergies and what to do in the event of an emergency.
5. The Chef Manager will contact the parent by telephone and discuss the child's requirements.
6. All specialist food will be purchased solely by the Chef Manager and dispensed to the allergy children during lunch time.
7. In the absence of the Chef Manager the Head Chef will dispense the specialist food to the allergy children during lunch time.
8. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.
9. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

## 6. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

DfE 'School food in England' (March 2019)

## 7. POLICY REVIEW RECORD

<b>This policy will be reviewed every two years unless there is a change in legislation</b>		
Created: March 2009	By:	Mark Newman, General Catering Manager
Latest Review: March 2021	By:	Joanna Copland, Vice Principal Mark Newman, General Catering Manager
Approved: March 2021	By:	Tobyn Thomas, Ben Thomas, Principals Simon O'Malley, Headmaster, Battersea Phil Ward, Headmaster, Clapham Annette Dobson, Headmistress, Fulham Jo Ebner, Headmistress, Kensington Ben Thomas, Head, Battersea Square
Next Review: May 2023	By:	Mark Newman, General Catering Manager Cross-School Leads

## 9. APPENDICES

Appendix 1: Medical Dietary Requirement Form

## DIETARY POLICY APPENDIX 1

Child's Photograph to be  
Inserted Here.



### MEDICAL DIETARY REQUIREMENT FORM

- 1) Child's Name and Class
  
- 2) What medical allergy/allergies does your child have?
  
- 3) Has your child been tested for his/her allergy?                      Yes/No  
If the answer is yes, then please can you provide any relevant documentation for our records.
  
- 4) Is your child currently under any medical supervision for this dietary condition?    Yes / No  
If the answer is yes, then please can you provide any relevant documentation for our records.
  
- 5) How long has your child had his/her medical condition?    \_\_\_\_\_ months    \_\_\_\_\_ years
  
- 6) Will your child need to have any medicine available at the school?                      Yes/No  
If the answer is yes then please can you provide any relevant documentation for our records

Please provide contact details for our allergy records:

Parents Names: \_\_\_\_\_  
Nannies Name: \_\_\_\_\_  
Email addresses: \_\_\_\_\_  
Landline numbers: \_\_\_\_\_  
Mobile numbers: \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this form to the school office with any of the documentation relevant to your child's allergy.