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**Pennaeth / Head**  
Owain Gethin Davies

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Dear Parent/ Guardian

### Sodexo School Meals-Allergy Procedure

I would like to take this opportunity to update you on Sodexo's Allergy in Schools Procedures. Sodexo has had many years of experience in catering for school and from information obtained from parents, clients and professional experts Sodexo has in place allergy procedures to manage your child's allergy requirements.

If your child has been diagnosed with food allergy please complete an allergy reporting form to assist us to cater for your child's needs. This form is available on the school website: [ysgoldyffrynconwy.org](http://ysgoldyffrynconwy.org) under the Information about the school section.

If you don't have access to the school website you can telephone the school on 01492 642 800 and ask for a paper copy. The completed form needs to be returned before the end of December in any academic year.

Returning this form as soon as possible will allow Sodexo to evaluate and clarify this information where necessary, enabling us to make any specific arrangement or adjustment to ensure the most appropriate provision of meals for your child.

Please ensure that you also inform us whenever there is a change to your child's medical condition which may affect their food requirement, or if there is an update from the doctor regarding their food allergy. The detail of the allergy must be supported by either a doctor's letter or a letter from a dietitian regarding the required diet. A medical letter will ensure that Sodexo staff are able to identify specific allergens in ingredients so that an appropriate diet can be provided.




One example to highlight the need for medical letter is if, for example, your child has an egg allergy. The allergy reporting form will highlight an allergy to egg and a medical letter will be required. On examination of the medical letter it may be evident that the allergy is to raw egg, whilst cooked egg and egg contained within products are fine to consume. This information will be essential that we provide a diet suitable for your child's allergy whilst also providing their diet being restricted further.

We hope that you are able to assist in the prompt identification of your child should they suffer from food allergy, providing all necessary information required which will enable the safety provision of meals.

If you require any further information about Sodexo's Allergy Procedures please do not hesitate to contact the school.

Yours sincerely  
Owain Gethin Davies  
Headteacher

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