



COED GLAS PRIMARY SCHOOL

Tŷ Glas Avenue, Llanishen, Cardiff, CF14 5DW

frontdesk@coedglasprimary.co.uk

029 2075 4862

Acting Headteacher: Mrs Sophie Notley



16 FEB 23

Dear Parent/Carer of,

_____ (_____)

During a review of our records, we noticed that on the Pupil Medical Needs Declaration form you indicated that your child has a dietary need, allergy or intolerance.

Your child's teacher and all other support staff have already been and will continue to ensure that your child is protected from any possible cross-contamination and that any activities involving foods are carefully planned to avoid the use of allergens.

We are writing to you as **you have not applied for a therapeutic school meal to reflect your child's dietary needs**. If your child ONLY has packed lunches, there is no action required on your part, however, if your child has or may have meals from the school kitchen, **it is your responsibility to contact Education Catering directly**, as they are an external provider governed by their own policies and procedures. You can contact them directly by emailing **educationcatering@cardiff.gov.uk** with your child's details, including the medical evidence that outlines the specific dietary requirement.

We need to make you aware that if you do not apply for a therapeutic meal, any meals will be served "as is" on the menu and there will be no adaptation by the kitchen.

Yours Sincerely,

Mr D Chin

