



## Special Diet request

1. Please complete this special diet request form for your child.
2. In the case of an allergy/intolerance, please request a medical note from your GP or dietician to confirm the allergy/intolerance  
No request can be accepted without a medical note
3. Send the completed Special Diet Request **and** the medical note to Food with Thought at Cuffas Lea House
4. The Food with Thought Dietician will prepare a suitable set of menus for your child
5. A meeting will be arranged with the F w T Services Delivery Manager and cook/supervisor to discuss the proposed menu and ensure it meets the needs of your child
6. Once agreed the menu approval form should be signed by a parent/guardian and kept on site
7. The catering team will be informed of the diet, as will the school
8. Every time the menu cycle changes steps the menu agreement process should be repeated

## Special Diets Request Form

Parent/Guardian Name	
Address	
Contact Telephone No	
Email Address	
Pupil Name	
Date of Birth	
School	
Doctor/Health Professional Name Address & Telephone Number	
Special Diet Requirements	
 <p>Fresh food. Fresh thinking</p>	

Please make sure you return the form with **medical evidence** to avoid delays in your application.

Return the form to: Food with Thought, Cuffas Lea House, 3500 John Smith Drive, Oxford OX4 2WB or scan and email to [foodwiththought@oxfordshire.gov.uk](mailto:foodwiththought@oxfordshire.gov.uk)