



This form is for parents to complete if your child has a special dietary requirement. The information provided will be used to inform the School and School Caterers when providing meals for your child. **Please return this form to the school office to start the Special Diet Registration process.**

SECTION 1. DETAILS OF THE PUPIL

Pupil's name:			
School name:			
School address (including postcode):			
Gender:		Date of Birth:	

SECTION 2. CONTACT DETAILS

Name of contact:			
Email address:			
Daytime telephone number:		Mobile telephone number:	
Relationship to pupil:			
Address (including postcode)			

SECTION 3. DIET DETAILS - PLEASE TICK THE BOX THAT APPLIES
Dietary Preferences

Vegetarian		Pescatarian (Eats fish)		No Pork	
Vegan		No Beef		Other	

Food allergies

Celery		Lupin		Sesame	
Crustaceans		Milk		Soya	
Eggs		Molluscs		Sulphur dioxide	
Fish		Mustard		Tree Nuts	
Gluten		Peanuts		Other	

Medical diet

Diet Type:

Please provide more details

SECTION 4- CHEF'S GUIDANCE

Vegetarian- No need to register, provide parent with vegetarian menu
Vegan- No need to register, provide parent with vegan menu
Pork free- Register with SD, provide parent with vegetarian/substitute menu
Beef free- Register with SD, provide parent with vegetarian/substitute menu
Nut free- Register with SD – Nut free kitchen- Check substitutes
Allergen or Intolerance- Register with SD- Complete menu
Medical Diets- Register with SD- Complete menu
File paperwork for all diets in blue special diet file

PAGE 2

SECTION 5. ACTIONS DISCUSSED

A menu **must** be provided to the pupil upon registration and each menu cycle

If the pupil's dietary needs change, a **new EC46 must be completed**, and a new menu designed with the parent/carer).

CHEF TO COMPLETE

SECTION 6. PARENT/CARER SIGNATURE

Signed:

Date:

To be completed by school representative (to agree above actions and accept responsibility to inform school staff of the agreed diet):

PRINT NAME:

SIGNATURE:

DATE:

POSITION:

DATE OF REGISTRATION:

SCHOOL CHEF SIGNATURE:

Date of meeting:	TO BE COMPLETED AT EACH NEW MENU Comments/updates/actions: (Chef complete menu cycle update form on Cypad)	Parent/carer signature:	School chef signature:

It is the responsibility of the parent/carer to notify both the school chef and the school office in writing of any changes to dietary requirements previously agreed. Any queries please contact SpecialMedicalDietEnquiries@nottsc.gov.uk

We collect the above data in order to help us provide school catering services. We will store it securely and manage it in accordance with GDPR principles. For more information, please see <https://www.nottinghamshire.gov.uk/media/1533665/schoolcateringandfacilitiesprivacynotice.pdf>