

Hemingford Grey Primary School takes a whole school approach in looking after the children who have specific dietary requirements or food allergies. Our procedure below means that provision is not just chef dependant but that all members of staff are aware and have access to the dietary needs of children in order to support them appropriately.

- Parents/Carers should email the school office with specific details of their child's dietary requirements which will be recorded on SIMS by office staff
- When a child books a school dinner, their name and dietary requirement is populated from SIMS and listed within a dietary needs and allergies report which the kitchen are given every morning. This enables the kitchen to be aware in advance as to which children require a meal that day and cater for them accordingly
- All kitchen staff have received allergens training
- The kitchen staff are familiar with the children and this is supported by a poster situated by the servery which has a photograph of every child who has an allergy and details of the allergy. This poster also sits in the school office, staff room and first aid room.
- An additional list is held by every teacher, the office and the staff room which lists every child who has an allergy which is referred to for curriculum purposes, cooking for example.

Please contact the school office if you have any specific questions or if you would like to contact ASPSENS directly