



Stratford Road, Ash Vale, Surrey GU12 5PX

E [office@hollylodge.kite.academy](mailto:office@hollylodge.kite.academy)

[www.hollylodgeprimary.co.uk](http://www.hollylodgeprimary.co.uk)

T 01252 548 390

Mrs C Dancer BA (Hons) QTS

9<sup>th</sup> October 2021

Dear Parents and Carers,

**Action Required by Parents: Special Diet, Religious and Allergen Needs**

**\*\*If your child has ANY special dietary requirements, you MUST complete the following actions\*\*  
(even if they normally bring a packed lunch to school)**

School dinners are provided at Holly Lodge by external caterers Twelve15. They are changing how they capture special dietary information, therefore action is required by parents to ensure the provision of the safe, appropriate meals. The information to provide to Twelve15 will be for their kitchen use only, so **you must complete BOTH forms if your child has a special dietary need.**

**Does this Apply to My Child?**

**You MUST complete if you answer Yes to any of the following:**

- If your child has a food intolerance or allergy to one of the following recognised food allergens: celery, crustaceans, dairy, egg, fish, gluten, lupin, molluscs, mustard, nut, peanuts, sesame, soya, sulphites.
- If your child is Vegetarian, Pescatarian, Vegan or follows a Pork or Beef free diet
- If your child is following a Cultural or Religious diet

**I answered yes – What do I need to do?**

- Complete the Twelve15 online form (<https://itstwelve15.co.uk/allergies/>) by 15<sup>th</sup> October 2021.
- Complete and return the Holly Lodge Special Dietary Request Form (attached) by 15<sup>th</sup> October 2021.

**Any information previously provided to either the school or Twelve15 will not be carried forward so you must complete BOTH of the attached documents by 15<sup>th</sup> October 2021 to ensure your child receives their special meal from after Half Term.**

During class time, food tastings and other events where food may be offered occur so it is vital that any dietary, religious or allergen needs are confirmed to us at school on our Special Diet Request Form.

The information provided to school on our Special Diet Request Form, will be shared with our Breakfast and After School Clubs.

To apply for your child to receive one of the above special diets, you must complete BOTH of the attached documents **no later than Friday 15<sup>th</sup> October**. The Twelve15 application must be completed online, the Holly Lodge form will need to be printed and returned to the school office. Paper copies are available to collect from the school office.

**From 1<sup>st</sup> November 2021, pupils with special dietary requirements will not be catered for unless both forms have been submitted.**

Kind Regards,

Mrs Dancer  
Academy Head