

Dear Parent

My name is Catherine Boddington and I am the Operations Manager for abm catering ltd. Within my remit I oversee food safety, food standards, allergens and nutrition for the school. At abm catering ltd we are very conscious of varying dietary requirements and needs of the young people we serve food to.

At the very core of abm catering ltd is the desire to provide a service of safe, fresh, nutritious food. We are a contract catering service that holds strong values to ensure that our young people have the opportunity to receive a healthy and filling meal at school every day.

With this in mind we believe that it is very important that every child has the opportunity to receive a balanced and wholesome meal irrespective of their dietary requirements or needs. For this reason, we have devised a procedure for special diets. The procedure ensures that our staff are provided with the knowledge and understanding of the young person's dietary requirements and that an alternative menu can be provided where it is necessary.

It is very important that this special diet procedure is followed for every young person who has any food allergies or other medical requirements, to ensure that every young person receives food that is safe for them to eat.

Please find enclosed the special diet procedure and special diet request form. I ask that you ensure that a special diet request form is completed for every young person, with dietary requirements, by the parent or guardian.

Once completed, the special diet request form, along with supporting medical evidence must be provided to the catering manager on site whom will pass on to myself and I will then liaise with the abm nutritionist. All information will be treated in confidence and in line with the General Data Protection Regulations.

It is also vital that should there be changes to the information provided that we are updated immediately to enable us to ensure the food we serve is still safe.

I thank you in advance for your cooperation in this matter. If you have any concerns, queries or comments do not hesitate to contact me on 07702 563505 or via email to [cboddington@abmcatering.co.uk](mailto:cboddington@abmcatering.co.uk).

Yours sincerely

**Catherine Boddington**  
**Operations Manager**

Registered Office: abm catering limited, Eagle Court, Saltisford, Warwick CV34 4AF  
t. 01926 498448 f. 01926 475050 e. [sales@abmcatering.co.uk](mailto:sales@abmcatering.co.uk) w. [abmcatering.co.uk](http://abmcatering.co.uk)

