



WETHERBY SCHOOL
— KENSINGTON —

Dietary Policy and Procedure

Policy reviewed by and person responsible: Michelle Moyles

Review date: August 2025

Submission: August 2025

Policy actioned from: September 2025 – August 2026

Next review date: July 2026

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School Kensington; 'parents' refers to parents, guardians and carers.

This policy applies to all children in the school, including those in the EYFS.



Wetherby School Kensington

Dietary Policy and Procedure

Introduction

This policy outlines the school's responsibility to be mindful of the special dietary requirements of pupils from religious groups and culture, vegetarians and vegans and to ensure that medical and dietary requirements are satisfied. This policy applies to all children in the school, including those in the EYFS (Reception).

Aims

- To identify all pupils with special dietary needs.
- To ensure that special dietary needs are met and catered for wherever possible.

School Kitchen, Food from Home and Diets

At 4 Wetherby Gardens there is a separate kitchen which produces a good balanced meal each day. The food is prepared fresh each day and is provided by our catering company. The emphasis is on healthy eating. For many pupils, dietary considerations are very important and the school is keen to work with parents to provide a suitable diet. In view of the number of pupils who suffer from allergies; nuts of any variety, including peanut butter and Nutella are not allowed in the school and should not be used in any circumstances. Vigilance is to be exercised about any food coming into school; snacks, packed lunch, birthday cake, cake sales, etc.

Nutrition Guidance (DfE 2025) and Healthy Eating

Wetherby School Kensington implements the Nutrition Guidance (DfE, May 2025), ensuring that all meals, snacks and drinks provided for pupils are healthy, balanced and nutritious. This commitment supports the school's duty to promote the health, safety and welfare of all pupils.

- **Nutritional Standards:** Meals and snacks provided for children in the EYFS (Reception) will meet the latest national nutrition standards and portion guidance for young children.
- **Menu Planning:** Menus will be reviewed by Tomas Frank and the Chef Manager in consultation with nutritionists to maintain variety, balance and appeal.
- **Healthy Eating Education:** Staff will encourage good eating habits and table manners through discussion and modelling during mealtimes.
- **Food from Home:** Parents are encouraged to provide food that supports the school's healthy-eating ethos and aligns with the nutrition expectations.
- **Cultural and Dietary Needs:** The school will continue to respect religious, cultural and medical dietary requirements, working closely with parents to ensure individual needs are met.

This addition will ensure that EYFS (Reception) provision remains fully compliant with the updated statutory framework while reinforcing Wetherby Kensington's commitment to children's wellbeing.

The procedure for notifying the school:-

1. Parents of new and/or current pupils are to notify the school secretary in writing of their child's dietary needs and allergies. Following this initial communication, parents are then asked to complete the Wetherby School Kensington Dietary Requirements Form which they must then return to the school office as soon as possible.
2. As soon as the school is made aware of any dietary need, a report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers, etc. If necessary, the parent will supply "What to do if" information from their child's Doctor/Consultant. Copies of this report will be placed in the school office. The chef manager, the pupil's form teacher and any other staff that come into contact with that child will be notified. All class teachers are given a list of all pupils with medical/dietary requirements. All relevant staff are informed of any changes to this document.
3. The Deputy Head (Pastoral) and/or the school office will ensure that all catering and academic staff are made aware of the identities of all pupils with special dietary needs and allergies and what to do in the event of an emergency.
4. Boys with dietary requirements will be required to wear a lanyard at lunchtime stating their name, year group and dietary requirement(s). These lanyards are colour coded for each year group. All boys who have an epi-pen will wear a red lanyard.
5. If necessary the catering manager will contact the parent by telephone and discuss the pupil's requirements.
6. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own packed lunches.
7. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.
8. While Wetherby Kensington provides freshly prepared, balanced meals for all pupils, there may be exceptional circumstances in which a pupil may bring a packed lunch. Such arrangements must be agreed in advance with the Head and the Deputy Head (Pastoral). Outside of these exceptional cases, all pupils are expected to eat the meals provided by the school kitchen, in line with our commitment to healthy, balanced nutrition for all children.

This policy will be reviewed annually



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Child's photo to be inserted here

DIETARY REQUIREMENTS FORM

Pupil's Name: _____

Class: _____

Dietary Requirements / Food Allergies

1) My son is known to have the following special dietary requirements or food allergies:

Food	Possible symptoms of reaction e.g. wheezy, hives, anaphylaxis	Action to be taken e.g. Epi-pen, piriton, inhaler, other	Is your child under medical supervision for this dietary condition?

2) Is your son vegetarian? Yes / No

3) Please list any foods that are restricted for religious reasons or other reasons.

Please provide the school office with contact details so that they can contact you regarding your son's medical need.

Parent's name: _____

Signed: _____ Date: _____

Contact number: _____

Thank you for taking the time to fill in this form. Please return it to the school secretary as soon as possible.



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Child's photo to be inserted here

MEDICAL REQUIREMENTS FORM

Pupil's Name: _____

Class: _____

Medical Requirements

1) Does your son suffer from any medical condition or have any specific medical need? If yes, please provide full details of the condition or need.

2) How long has your son had this condition? _____ Years _____ Months

3) If your child takes medication on a regular basis, what is the name of the drug and the frequency that it is taken?

3) Is your child under medical supervision for this medical condition? Yes / No

4) Does your son use an inhaler? Yes / No

5) Does your son use an epi-pen? Yes / No

Please provide the school office with contact details so that they can contact you regarding your son's medical need.

Parent's name: _____

Signed: _____ Date: _____

Contact number: _____

Thank you for taking the time to fill in this form. Please return it to the school secretary as soon as possible.