

Hawthorn Tree School
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'Live to Learn, Learn to Live'



Wednesday 31st January 2018

Dear Parents/Guardians,

As there are an increased number of children with a greater range of allergies when eating a range of foods across the school; we would like to propose the following in order to keep children safe:

- Please ensure we are informed of children's allergies when eating food and please inform us of changes to the records we have in school. This can be done verbally with our administration staff who will then update the class records and inform staff of these changes. This is the case for any medical changes your child has.
- It is important that we have a copy of the doctor's diagnosis that your child has allergies and this advises the school to put in place measures to ensure children are safe.
- When children bring sweets, chocolate, cake or other food items to celebrate their birthdays or other celebrations, we will check the label and the medical records to ensure your child is able to have the item brought in by another child. If there is no label or the label cannot be read and your child has an allergy, we will not give them the item of food. We will also ensure a text message is sent to you to ensure you are informed that an item of food is in the children's book bag or school bag.
- We will always advise children to hand the item of food to a member of staff, the staff will give out the item of food at the end of the day and it should remain in the children's bag until they return home and they should only eat this once parents have agreed. We will remind children, we would also appreciate that you remind children too.

Thank you for your continuous support with these changes as we endeavour to keep our children safe.

Yours faithfully,

Mrs Y Kadar
Deputy Head Teacher