

Yeadon Westfield Junior School

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School Dinner Letter

Dear Parents/Carers

As the new school year is approaching, we are writing to ask whether your child would like a school lunch from September.

School lunches operate as "Family Service." This is where the pupils are seated 8 per table, 2 pupils are appointed as servers and they are all shown how to set and clear away their table. Pupils must decide to stay for lunch from Monday to Friday each week. Pupils can change from school lunch to packed lunch on a termly basis.

Meals are provided by the Leeds Catering Agency which our cook prepares daily. The kitchen staff try to maintain a healthy eating policy and vegetarian food is always included.

The cost of school lunches from September 2025 is £2.90 per day for each child. The method of payment is 'ParentPay'. Log in details and password will be sent to all parents.

Four weeks written notice is required if you wish to change from school lunches to packed lunches because the food has to be ordered 4 weeks in advance. Please note that if you are more than two weeks in arrears with dinner money you will be contacted by the office staff and asked to provide sandwiches for your child until the debt is cleared.

Children will have the Red option if they are not a vegetarian. (You can't chop and change between the menu colours.) However, if there are any days where they do **not** like the red option, then you will need to let the office know as we need to tell the kitchen that one that day they would have the Jacket Potato option.

Please complete the slip below and return by **Friday 20th June 2025**

If your child has any allergies or special medical dietary requirements or needs please complete the form overleaf.

From September 2024 my child would like to have:

School Dinner - Red Option

Vegetarian School Dinner – Green Option

Pack Lunch – Brought from Home

Childs Name: _____

Class: _____

Signed: _____

Date: _____



**Catering
Leeds**

Feeding the Future

Special Medical Diet Parent Request Form

Name of Child : _____ Date: _____
 Date of Birth: _____ New Diet or Change to existing : _____
 Name of school/centre : _____ Class: _____
 Parent/Guardian contact details (Name & Number): _____
 Doctor, Dietician contact details (Name & Number): _____ (optional)

SECTION 1 - to be completed by the parent/guardian

Please clearly tick the food allergen boxes and list the dietary exclusions relevant to the child. (Please include information on severity of allergy and any other information required for the provision of a meal)

Celery	Cereals Containing Gluten	Crustaceans	Eggs	Fish	Lupin	Milk	Mollusc	Mustard	Nuts	Peanuts
Sesame Seeds	Soya	Sulphur Dioxide / Sulphites								

Other dietary exclusions

Other medical conditions and dietary requirements

This child no longer requires a special diet

SECTION 2 - to be completed by Parent / Guardian

Parental / Guardian Consent

I hereby authorise Catering Leeds to provide a school meal which meets the special medical dietary requirements of the child noted above. I accept it is my responsibility to inform Catering Leeds in writing of any special medical dietary changes

Signed: _____ Date: _____

Print Name: _____

School may provide a photograph of your child to Catering Leeds to enable identification. If you do not consent to this please speak to your school.

This form must be returned directly to the school office.

Please note, all personal details for provision of special diets held by Catering Leeds are processed in line with General Data Protection Regulation (GDPR) and Data Protection Act 2018. You do have the right to withdraw your consent at any time to stop the processing your child's data by emailing Special.diets@leeds.gov.uk By withdrawing your consent your child will no longer receive special diet meal provision. <https://www.leeds.gov.uk/privacy-and-data/service-privacy-notice/business-and-licensing-privacy/civic-enterprise-notice>

Special Diet Reference Number (office use only)