

**LTS CATERING****MEAT, FISH & EGG FREE OR VEGAN MENU – SCHOOL MEALS REQUEST FORM****(Please complete all sections in CAPITAL LETTERS)****CHILD'S DETAILS**

Child's Name.....

Date of Birth.....

Male ☐Female ☐

Address.....

.....

Post Code.....

To identify your child, it would help if the school/nursery kitchen had a photo of your child. Please tick the box to confirm you are giving consent for a photo to be displayed in the school/nursery kitchen.  
(Please read the letter attached for more information.)

☐**PARENT / GUARDIAN DETAILS**

Contact Name.....

Contact Address.....  
(If different from above)

Contact Phone Number.....

Email Address .....

Signed..... Date .....

**SCHOOL DETAILS**

Name of School.....

School Address .....

..... School Year.....

**DIETARY DETAILS**I would like to request a Vegan School Menu for my child ☐

OR

I would like to request a Meat, Fish & Egg Free Menu for my child ☐**Please return to:**

**Paula McKee or Jessica Mhesuria, Senior Dietitians, Leicestershire Traded Services, Room G10, County Hall, Glenfield, Leicester LE3 8RA Or email: [SMD@leics.gov.uk](mailto:SMD@leics.gov.uk) (Photo/scanned copy accepted, please ensure its clear)**

**If you have any queries or concerns, please telephone - 0116 305 7058.**

(Updated May 2021)

LTS Catering  
Room G10  
County Hall,  
Glenfield,  
Leicester  
LE3 8RA  
Email: [SMD@leics.gov.uk](mailto:SMD@leics.gov.uk)

Tel 0116 305 7058

Dear Parent/Guardian

### Notes for completing the vegan/meat, fish & egg free meals request form

Please complete all sections on the form.

Once the form has been completed, either email or post to the address at the bottom of the form; and **keep a copy for your records**. Once we have received the form, you will receive a special menu for your child by email.

### Please allow 15 school days for your menu to arrive

At certain times of the year this maybe longer due to increase volume of forms being sent in this tends to be September & October.

Once you have received your child's menu we ask that you contact your school cook supervisor to confirm that you are happy with the menu and discuss a start date. Your child's school cook will also get a copy of the menu.

Until you have confirmed the start date for your child's vegan/ meat, fish & egg free menu, your child should be having a packed lunch provided as the school kitchen will have to order in specific products for your child.

Thank you for taking the time to read this information and please do not hesitate to contact us if you have any further queries or concerns.

### Photo consent

To help the catering staff in the school kitchen it is useful to have a photo of your child to identify them and to make sure that they get the correct special diet menu.

We would recommend that all parents give consent as this does make it easier for school catering teams to recognise your child and tick the box and **send a photo to your school kitchen**.

Please note: other school related staff and contractors may have access to the school kitchen, and you can withdraw this consent at any time by contacting your school catering team.

Yours sincerely,



Paula McKee  
Senior Dietitian (School Meals)



Jessica Mhesuria  
Senior Dietitian (School Meals)