

# PARENT/CARER INFORMATION FOR NEW PUPILS



School Details :

**The Island Project School**

DofE Registration Number : 334/6010

Company Registration Number : 5924196

Registered Charity Number : 1119034

Telephone Number : 01675 442588/442648

**DETAILS OF STAFF, CONTACT NUMBERS ETC CAN BE FOUND  
AT THE BACK OF THIS DOCUMENT**

## WELCOME

Welcome to the Island Project School. This document contains background information on how the School and College day works procedures and reporting around pupil absence and emergency procedures.

Reference to School includes references to the College site at Birmingham Road

Please read this carefully, and if you have any questions, please do not hesitate to ask a member of staff.

You will also find attached a number of important forms for completion and return to the School Office:

- Emergency Contact Information Form
- Trip Consent Form
- Photograph and Video consent form
- Administering medicines
- Dietary Requirements

# DIETARY REQUIREMENTS

Dear Parents / Carers

As you know part, of the curriculum at School is cooking and teaching pupils how to prepare their own food. Each unit will aim to have at least one cooking session a week.

From time to time pupils in some units enjoy hosting a variety of food sales for Staff and other pupils in school, for example bake sales, where money they have made can be used for reinforcement resources or activities.

On special occasions (for example pupil birthdays) tutors in your child's unit like to celebrate such occasions and often buy party food and cakes so that the pupils can celebrate with their peers. We understand that such events can be difficult for our pupils. Pupils are always still offered to eat party food and cake but do not have to stay in a group setting and can, if they prefer, stay in their own teaching/quiet space. Any such food offered would be appropriate for the dietary requirements of the pupils in unit.

We are aware that many of our pupils have strict dietary requirements due to allergy, dietary, or cultural reasons. The School generally provides all cooking ingredients for pupils and when shopping for ingredients, where necessary, school will buy free from items.

We would like all Parents/Carers to be confident that any food or ingredients handled or consumed suits each pupil's dietary need. We therefore ask that the attached form be completed and sent back into School. By providing this information we can ensure that tutors buy suitable consumables for your child's requirements when out shopping.

**Please note:** Any foods, drinks or ingredients which your child is **NOT** allowed should be added to the list. We encourage pupils to try and experience a range of different foods; for such reasons no detail about your child's dietary needs are too small. When completing the attached form please give reason as to why certain foods should be avoided by using the tick box; Parents/Carers are not obliged to state if a restriction is for a cultural reason if they do not wish to. However it is vital that the allergy box is **always** ticked where necessary.

If parents would like to be informed of what your child will be cooking/preparing each week, please request this information using your preferred means of home-school communication (diary or email)

**If your child does not have any restrictions please complete this slip.**

---

\_\_\_\_\_ (Pupil's name) does not have any food allergies or dietary restrictions. I will keep school informed if there are any changes to my child's diet.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

My child should not have any of the following:

Meat and Types (e.g. Chicken)	Allergy	Dietary	Cultural

Free From (e.g. Gluten)	Allergy	Dietary	Cultural

Any other foods (e.g. Mushroom)	Allergy	Dietary	Cultural

Drinks (If any) (e.g. Coca-cola)	Allergy	Dietary	Cultural

Any other dietary information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Continue on back of page if necessary

I confirm all foods listed above are all foods my child \_\_\_\_\_ (child's name) is **NOT** allowed.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_