



HECKMONDWIKE GRAMMAR SCHOOL

CNC/TCC

2 February 2023

Dear Parents/Carers,

We are writing to update you on our policies in Food Preparation and Nutrition.

Pupils should drop off their ingredients in the Food room before school between 08.15-08.40am. This will ensure ingredients are stored correctly and safely. All ingredients and containers should be labelled with pupil names and form group and it remains the responsibility of the pupil to ensure they collect their products and containers at the end of the same school day. Unfortunately, we are unable to store products longer than this due to space constraints and in the interests of good food hygiene. **It is therefore the department's policy to discard food that is left uncollected at the end of the school day.**

Our aim is to minimise the risk to students with food allergies. We have a practical working space and equipment which is used by students who have food allergies. Some students are severely allergic to various food ingredients such as nuts and it is extremely important that ingredients brought into school do not contain nuts or nut derivatives. **Please be vigilant when preparing ingredients that is brought to school for food preparation & Nutrition practical lessons.**

We need to ensure that we are up to date with any food allergies your child has. We are currently using details stored on the school system, but it is important to keep us updated and especially of any changes, immediately. We can be contacted by email <mailto:ccarter@heckgrammar.co.uk> or <mailto:JRobinson@heckgrammar.co.uk>. Please note, pupils who have an Epi-pen, should have this on their work surface or unfortunately we will be unable to allow them to take part in the practical session.

Thank you for your support.

CN Carter

Kind Regards,

Caroline Carter and Janet Robinson – Food Technology

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