

Brown Clee C.E. Primary School

NEW STARTERS' WELCOME PACK



2026-2027

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Key Links / Contact Details

Phone	
Phone Number:	01746 712652

Websites / Social Media	
School Website:	https://browncleeschool.org.uk/
Facebook:	https://www.facebook.com/BrownCleeSchool
Sign up to receive website posts as emails:	https://browncleeschool.org.uk/home/parents-area/updates/news-subscription/

Email Addresses	
Office Administrator:	admin@brownlee.shropshire.sch.uk
Fireflies:	fireflies@brownlee.shropshire.sch.uk
Dragonflies:	dragonflies@brownlee.shropshire.sch.uk
Bees:	bees@brownlee.shropshire.sch.uk
Scorpions:	scorpions@brownlee.shropshire.sch.uk

Videos on Brown Clee

(Click the images or links to watch – digital version only)



A short video on life at Brown Clee:
<https://www.youtube.com/watch?v=d-ThhBrLhVI>

Hear what the children think of Brown Clee:
<https://www.youtube.com/watch?v=TwcjSOeum1k>



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Meet the team

Senior Leadership Team (SLT)

<u>Assistant Headteacher:</u>	<u>Headteacher:</u>	<u>SENDCo.:</u>
		
Mandy Cains	Danny Harley	Becki Ratcliffe

Teaching Staff:

Fireflies Reception	Dragonflies Year 2 / Year 3	Bees Year 4 / Year 5	Scorpions Year 5 / Year 6
			
Nicky Fox (M-Th)	Ally Heath (M-F)	Nicky Morris (M-Th)	Mandy Cains (M-F)
			
Jennie Lister (F)		Danny Harley (F)	

Administrative and Wraparound Staff:

Office Administrator	Wraparound Co-ordinator	Care Club Supervisor	Care Club Supervisor
			
Mandy Lloyd	Kerry Godfrey	Laura Davies	Carla Bow

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Governors

Governor	Type	Roles	Committees
Margaret Buckingham	Local Authority	Chair of Governors	Curriculum / FPGP
Gill Severn	Co-opted	English	FPGP
Karen Kirkland	Co-opted	Music and Arts / P.E.	Curriculum
Becki Ratcliffe	Co-opted	Curriculum Chair	Curriculum
Jo Blakeman	Co-opted	SEND	Curriculum
Julie Pinches	Parent	Health and Safety	FPGP
Steph Box	Parent	Safeguarding and Looked-after Children	FPGP
Chris Snow	Parent	Personal Development & Outdoor Learning	Curriculum
Claire Jones	Parent	Early Years	Curriculum
Vikki Hurst	Foundation	Mathematics and Science	FPGP
Sarah Robinson	Foundation	Wellbeing	Curriculum
Joe Simons	Foundation: Ex-Officio	Religious Education, Collective Worship and Spirituality and Wellbeing	FPGP
Nicky Fox	Staff	Staff	Curriculum
Danny Harley	Ex-Officio	Headteacher	Curriculum / FPGP
Mandy Lloyd	Clerk	Clerk	Curriculum / FPGP

School Timings

08:35	Doors Open
08:45	School Begins
10:45	Morning Break
12:00	Lunch
13:00	Afternoon Lessons Start
14:00	Afternoon Break (KS1)
15:15	End of Day

Children arrive to school in a range of different ways: walk, bike, car, bus. All pupils (unless late) will enter school via the playground gate. Each class has various different doors they will enter school: Fireflies (Pod door – under canopy), Grasshoppers/Scorpions/Dragonflies (Grasshoppers' door – far end), Bees (cloakroom door – near end). An adult (usually Mr. Harley or Mrs. Lloyd) will be present at the start of the day.

Any pupils arriving by bike can lock their bike in the sheltered bike shed.

If arriving by car, children can be dropped off outside the main reception or parents/carers can park and walk children down.



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We have three buses that bring children into school - for those living in Burwarton and its surrounding areas, those that live on or around the Brown Clee Hill and those that live in Neenton and its surrounding areas. For those interested in school transport (i.e. buses), please follow the following link: <https://next.shropshire.gov.uk/school-transport/primary/>.

At the end of the day, the final lesson of the day finishes at 3:15pm. Parents/carers that are collecting their children will be able to get onto the playground from 3:10pm. After their final lesson, children in KS2 will leave class to collect their things to leave school to meet parents on the playground. KS1 children will be escorted to the playground by an adult. Children leaving via bus will be escorted by an adult once all parents have had the chance to leave.



School Meals

All our school meals are cooked and prepared on site by our two cooks: Laura and Carla. As of 1st April 2025, our catering team is to be managed in-house – enabling us to maintain lower prices and higher meal quality. All meals meet the [school food standards](#) so that children can have healthy and balanced diets.



Meals are booked and paid for via our online payment system: <https://www.parentpay.com/>. Once your child's enrolment has been confirmed, Mrs. Lloyd will be in touch on how to set up your account. Meals currently cost £2.83. All children in EYFS and KS1 (Reception, Year 1 and Year 2) are entitled to a free school meal (UFSM).

When going into KS2, Some families are entitled to free school meals – and can be applied for here (<https://next.shropshire.gov.uk/free-school-meals/apply-for-free-school-meals/>). **Please note that it worth applying for this even when your child is eligible for UFSM as there are a number of other cost-saving benefits (e.g. discounted wraparound care, discounted residential visits, help with other costs such as uniform).**

Any successful FSM applications also result in additional funding for the school whilst pupils are at the school.

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Uniform

At Brown Clee, we have an active uniform that enables all pupils to be active at all times throughout the day. Our active uniform enables children to play at break and lunch – and also to participate freely in our regular physical activity breaks during the day (all class will complete a run every day).

The uniform comprises of:

A Brown Clee t-shirt



Front

An option of...



Black Full-zip
Hoodie

Black Hoodie



Green Hoodie

Children can choose whether they wear shorts, tracksuit bottoms or leggings. These should ideally be black (but can be dark blue / navy). Children can wear their own trainers (there is no restrictions on colour etc. - however, practical trainers, e.g. running shoes, are a much better option than trainers with little grip). Children can wear additional layers under their uniform – if they wish.

Our uniform is currently supplied by Lads and Lasses: <https://www.ladsandlassesschoolwear.co.uk/product-category/primary-schools/brown-clee-ce-primary-school/>.

Please note: Lads and Lasses offer tracksuit trousers and PE shorts. However, these you can purchase wherever you wish

Equipment

The vast majority of equipment needed in school is provided by school. However, a small number of items are needed. Pupils should have a rucksack to carry their belongings. Every day, they will need to bring in a water bottle – with water, which can be refilled throughout the day. Depending on the time of year and weather, a coat, hat and/or sunscreen should be brought to school. If not having a school meal, then a packed lunch should be brought in their bag.

In KS2 (Year 3, 4, 5 and 6), pupils can bring their own pencil cases. All necessary equipment to go in these will be provided by school; however, if pupils wish to bring their own additional equipment, they can do so.



Children in all classes take part in Forest School activities. This is on a rolling programme (and information on this can be found from each class's teacher). School will provide waterproof when pupils in Fireflies and Dragonflies take part in this. Pupils in Bees and Scorpions should bring their own waterproofs; however, spares are available if required.

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Wraparound Care

We provide a vast range of wraparound area (before and after-school care provision). Our wraparound care team are led by Mrs. Godfrey – who can be contacted on careclub@browncllee.shropshire.sch.uk.

Our wraparound care comes in two forms: care club (before and after-school childcare) and after-school clubs (a range of different specific activity-based clubs).

After-school clubs can be booked, and paid for, online via [ParentPay](#). Information on each club available will come out on the last week of the preceding half term – i.e. just before we break up each half term. Generally, after-school clubs finish at 4:15pm; however, children can be booked into care club after this (if long provision is required). After-school clubs vary in price – depending on costs; however, most are currently £4.00 per 1-hour session. If spaces are available, children can join clubs part-way through the term.



Care club should be booked by emailing Mrs. Godfrey (careclub@browncllee.shropshire.sch.uk) – who will confirm the place. This can then be paid for via ParentPay. We have recently provisionally lowered the price of care club to £1.25 for every 15mins of care. Care club is available from 07:30am in the morning until 6:00pm in the evening. Care club can be booked up to a half term in advance.

School Curriculum

Our school's bespoke curriculum has been designed over a number of years – and is continually under review with adaptation and improvement regularly being implemented. For more specific information on the Brown Clee curriculum, please see the [Learning section of our website](#).

Personal Development

Alongside our curriculum, we have a vast number of different ways we help develop our children personally. This includes a range of different educational visits, enrichment opportunities (such as theatre visits), a wide range of sports competitions, a pupil-led school council, as well as a range of leadership roles and responsibilities (such as sports leaders, library monitors, chicken monitors, eco-ambassadors).

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Home Learning

We do not have “homework” in the traditional sense; however, there are a number of tasks that, if regularly completed at home, will have a hugely positive impact on pupils’ overall learning.

The most important of which is reading. [Regularly reading for pleasure](#) has such a profound impact on all aspects of children’s learning. In EYFS and KS1 (Reception, Year 1 and Year 2), children learn about phonics (the mechanics of matching letters and sounds). To help with children progress with this, children are sent home with books – which specifically match the letters and sounds that are secure with in school. In addition to this, they will have a second book – which they can read in addition to their “phonics book”. In KS2 (Year 3, Year 4, Year 5 and Year 6), children can take books from school home (provided they are returned) – or equally bring books in from home to school. Ideally, children should aim to read every day. With older children typically reading for a more extended time.

Spelling practice is another easy-to-do task that completing regularly at home will have a big positive impact on their learning. To make this task easier for children, each class will assign 10 spellings each week to learn at home. Children will be test on these (and a selection of other potentially known words) each week.

Children (usually KS2 but can be accessed younger) should also be regularly practising their times table recall. They can do this by accessing an app called [Times Tables Rockstars](#). This can be accessed from a range of different devices. Read about our TTRS success here (<https://trockstars.com/case-studies-brown-clee-primary/>) as one of their case study schools



Children can also practise their general number sense (using an app called [Numbots](#)). As with all of these, practising little and often has the most effective benefit.

Your child’s class teacher can give further information on how these are managed in each individual class.

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Christianity, Church and Worship

As a Church of England School, Christianity is at the heart of what we do at Brown Clee. During the school day. We have a daily assembly – where all classes join together in the hall. Central to this is the school's core ethos – made up of “**Unity**” and “**Enthusiasm**”. From these, we have six core Christian Values:

- Respect
- Perseverance
- Compassion
- Thankfulness
- Forgiveness
- Courage



Open the Book, a bible story-telling group, join us once a half term to act out a series of stories from the bible. Reverend Joe leads regular services in church, such as our Harvest, Christmas, Easter and Leavers' services. Christianity is discussed in an open and theological way in school. Children are given regular opportunities to involve themselves in worship – including leading prayer or being part of Open the Book's stories.



School Policies

Our school policies can be found on the school website on our [policy page](#). If you have any questions regarding any aspect of these, please do get in touch.

Special Education Needs and Disabilities

Our SENDCo. at Brown Clee is Mrs. Ratcliffe (who works on Tuesdays). If you have any questions or queries regarding special educational needs or disabilities, please get in touch (SENDCO@browncclee.shropshire.sch.uk) as soon as possible so that we can help support the best we can.

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Medical Conditions

It is vitally important that we are made aware of any medical conditions your child has – no matter how small – so that we can ensure they are safe whilst on site. Please ensure that any medical information is filled in with the registration form – and that we kept updated with any changes in health/medical circumstances.

Absence Procedure

Whilst school attendance is vitally important for all children, naturally there will be times when your child cannot attend school. It is vitally important that we are made aware of any absence as soon as is possible. This can be done via phone (01746 71265) or via email (admin@brownlee.shropshire.sch.uk).

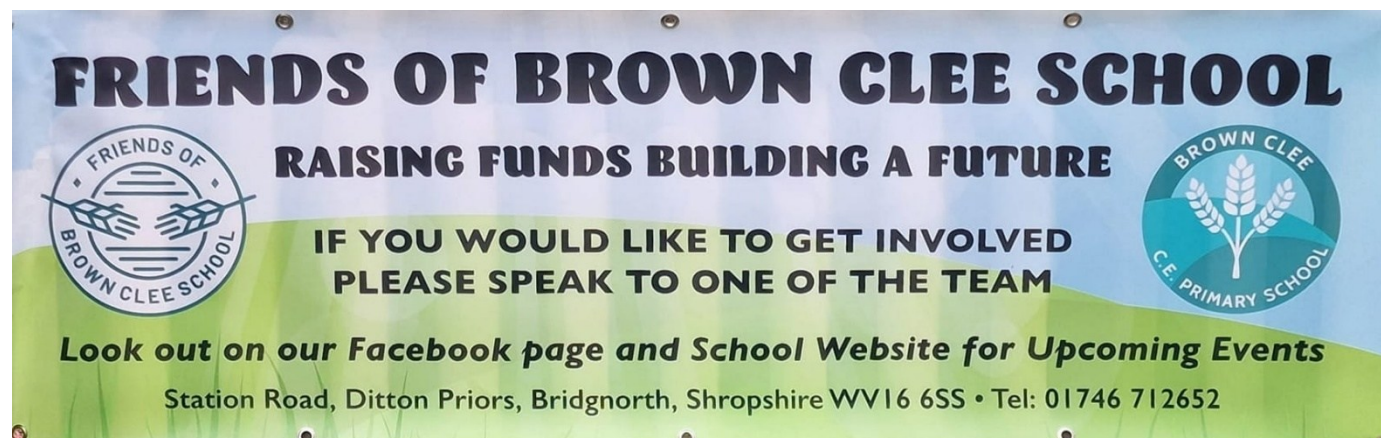
To ensure all pupils are safeguarded, if a child is absent and we have not heard a reason for this by 10:00am, then we will make contact with you. Please ensure that contact information is kept up to date.

For more information on our attendance, please find our attendance policy within the [policy page of the school website](#).

Medical appointments, wherever possible, should be made outside of the school day. If this is not possible, you should send in the appointment letter (or email a copy) to school prior to the appointment. In cases of last-minute appointments, this can be done retrospectively.

Friends of Brown Clee School (FOBCS)

Our PTA (FOBCS), run a series of events and fundraisers across the year. Their Facebook page can be found here ([Friends Of Brown Clee School | Facebook](#)). FOBCS run regular meetings (the dates of which are shared on the school website) that all parents and carers are more than welcome to join.



Appendices: Documents to fill in and return

The following documents should be filled in and returned prior to your child joining Brown Clee School:

- Page 11-16: School Registration Form
- Page 17-18: Food Safety Management Form

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School Registration form: Confidential personal details for your child

SECTION A: CHILD'S DETAILS

1.	Your child's legal surname									
2.	Your child's legal forename(s)									
3.	Your child's "known as" surname – only if different from 1 above.									
4.	Your child's "known as" forename – only if different from 2 above.									
5.	Your child's date of birth	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
6.	Your child's full substantive address. This should be the child's main address.									
7.	Postcode (please print) NB: ensure it matches the Post Office website, inserting a space where necessary (e.g. SY22 5JH)	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								
8.	Your child's full secondary address. This should be the child's main address.									
9.	Postcode (please print) (see note in 7 above)	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								
10.	Please indicate if the child resides at both of the above address exactly 50% of the time.	☐ Yes ☐ No								
11.	Does your child have any medical conditions (including asthma or allergies) that we need to be aware of? Please provide full details including any medication that is being taken orally or by injection.									
12.	The name of your child's doctor and contact telephone number.									
13.	The name, address and telephone number of your child's previous nursery/primary.									

SECTION B: CHILD'S PARENT/CARER DETAILS (1) - In cases of different addresses, this should be the parent that the child spends the majority of their time (if relevant)										
14.	Relationship to child									
15.	Your Title (Mr/Mrs/Miss/Ms/Rev etc)									
16.	First name									
17.	Surname									
18.	Full address									
19.	Postcode (see note in 7 above)									
20.	Home telephone number									
21.	Work telephone number									
22.	Mobile phone number									
23.	Email address (we will not divulge to any third party).									
24.	Are you a member of the armed forces or have ever served in the armed forces?	☐ Yes ☐ No								
SECTION C: PARENT/CARER DETAILS (2) – Please confirm that permission has been sought in providing this information (if providing on behalf of someone else).										
25.	Relationship to child									
26.	Your Title (Mr/Mrs/Miss/Ms/Rev etc)									
27.	First name									
28.	Surname									
29.	Full address									
30.	Postcode (see note in 7 above)									
31.	Home telephone number									
32.	Work telephone number									
33.	Mobile phone number									
34.	Email address (see note in 23 above).									
35.	Are you a member of the armed forces or have ever served in the armed forces?	☐ Yes ☐ No								

SECTION D: ADDITIONAL PARENT/CARER DETAILS (3) – Please confirm that permission has been sought in providing this information (if providing on behalf of someone else).										
36.	Relationship to child									
37.	Title (Mr/Mrs/Miss/Ms/Rev etc)									
38.	First name									
39.	Surname									
40.	Full address									
41.	Postcode (see note in 7 above)									
42.	Home telephone number									
43.	Work telephone number									
44.	Mobile phone number									
45.	Email address (see note in 23 above).									
SECTION E: ADDITIONAL PARENT/CARER DETAILS (3) – Please confirm that permission has been sought in providing this information (if providing on behalf of someone else).										
46.	Relationship to child									
47.	Title (Mr/Mrs/Miss/Ms/Rev etc)									
48.	First name									
49.	Surname									
50.	Full address									
51.	Postcode (see note in 7 above)									
52.	Home telephone number									
53.	Work telephone number									
54.	Mobile phone number									
55.	Email address (see note in 23 above).									
SECTION F: SCHOOL CONTACT										
56.	Emergency contact number (s) – please list in the order you would wish us to contact.	1st	2nd	3rd	4th					
57.	If your child has a before or after school carer (not named above) please give the name and telephone number									

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SECTION G: PERMISSION FOR ASPECTS OF EDUCATION			
I give the following permission in regard to my child:			Additional information
58.	Storing data (e.g. contact details, medical conditions etc.) as per our Privacy Notice.	☐ Yes ☐ No	
59.	Storing of phone numbers on school phone systems	☐ Yes ☐ No	
60.	Accessing the internet at school. (Please also see acceptable use agreement).	☐ Yes ☐ No	
61.	Copyright permission of any work produced	☐ Yes ☐ No	
62.	Involvement in daily worships and Religious Education.	☐ Yes ☐ No	
63.	Photographs included in promotional works (e.g. prospectuses)	☐ Yes ☐ No	
64.	Photographs included in signs/photos around school	☐ Yes ☐ No	
65.	Photographs on our school website	☐ Yes ☐ No	
66.	Photographs on school and church social media pages (e.g. Facebook)	☐ Yes ☐ No	
67.	Photographs to be used whilst representing school at events (e.g. Sports Partnership)	☐ Yes ☐ No	
68.	Photographs/names to appear in local, regional and national news	☐ Yes ☐ No	
69.	School photographs (i.e. formal photos for parents/carers to purchase)	☐ Yes ☐ No	
70.	School photos to be used on Arbor app so that child's image is linked to account (please note that this will only be seen by school and guardians accessing the portal)	☐ Yes ☐ No	
71.	Age-relevant sex education (Please see RSE Policy for further information)	☐ Yes ☐ No	
72.	Emergency first aid	☐ Yes ☐ No	
73.	Administration of paracetamol (Please note parent(s) will be contacted before this occurs)	☐ Yes ☐ No	
74.	Walking to church for services (e.g. Easter, Christmas, Leavers') (Please note that the dates of these will be shared on the website; however, individual specific permissions will not be sought each time).	☐ Yes ☐ No	
75.	School to register for free milk (for under 5s via CoolMilk). Child's name and DOB will be provided. (Please note: once your child turns 5, they will no longer receive this. You can, however, continue the option by signing up ahead of this (www.coolmilk.com)).	☐ Yes ☐ No	
76.	Access to free daily fruit (under 4-to-6-year-olds National Fruit Scheme).	☐ Yes ☐ No	

On the next couple of pages, we ask you about your child's Ethnicity, Religion, Language and how your child normally travels to school. You have every right to refuse to give any of the following information and any information given can be retracted at a later stage by informing the school. However, completion of the following sections are all useful for us as a school.

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SECTION H: ETHNIC BACKGROUND (based on the Census ethnic categories)

77. Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. <i>Ethnic background is not the same as nationality or country of birth.</i> Please study the list below and tick <u>one box only</u> to indicate the ethnic background of your son or daughter named above.			School use
White	English		WENG
	Scottish		ESCO
	Welsh		WWEL
	Cornish		WCOR
	White Eastern European		WEEU
	White Western European		WWEU
	Other White British		WOWB
	Irish		WIRI
	Traveller of Irish Heritage		WIRT
	Gypsy/Roma		WROM
	White - Other		WOTW
Mixed	White and Black Caribbean		MWBC
	White and Black African		MWBA
	White and Asian		MWAS
	Any other mixed background		MOTH
Asian or Asian British	Chinese		CHNE
	Indian		AIND
	Pakistani		APKN
	Bangladeshi		ABAN
	Any other Asian background		AOTH
Black or Black British	Caribbean		BCRB
	African		BAFR
	Any other Black Background		BOTH
Other	Any other ethnic background		OOTH
	I DO NOT wish to give this information		REFU
COUNTRY OF BIRTH:			
* White Eastern European includes those from Belarus, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Moldova, Poland, Romania, Russia, Serbia & Montenegro, Slovak, Slovenia and Ukraine. ** White Western European includes those from Austria, Belgium, Denmark, Finland, France, Germany, Holland, Italy, Luxembourg, Malta, Norway, Portugal, Spain, Sweden and Switzerland. Please do not use WOTW if you can tick WEEU or WWEU.			

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SECTION I: CHILD'S RELIGION

78.	Christian		Jewish		Sikh	
	Hindu		Muslim		Buddhist	
	No religion		Other religion		I DO NOT wish to give this information	

SECTION J: FIRST LANGUAGE AND HOME LANGUAGE

First language is the language to which your child was initially exposed during early development and continues to use this language in the home or the community. If a child acquired English, subsequent to early development, English cannot be denoted as their first language no matter how proficient they have become. On this basis, please tick the appropriate box for what you therefore consider to be your child's first language:

79.	English (ENG)		Other than English (OTH)	
	I DO NOT wish to give this information (REFU)			
	If you selected OTH, please name your child's first language			
80.	Please state your child's home language which is predominantly used in the home or in the community			

SECTION K: TRAVELLER STATUS (NON-ETHNIC)

81.	Traveller (Other)		Occupational Traveller	
-----	-------------------	--	------------------------	--

SECTION L: LOOKED-AFTER INFORMATION

Children adopted from care on or after 30 December 2005, as well as those who left care under a special guardianship order or residence order (now known as a child arrangements order) attract a significant sum of additional funding to schools to be used to help support your child's academic progress and attainment. If this is applicable to your child, we would be grateful if you could indicate (with a tick) which category below he/she falls into. It should be emphasised that the offering of this information is purely voluntary and parents are under no obligation to do so. **Please leave blank if not relevant.**

82.	Ceased to be looked after through adoption	
	Ceased to be looked after through a Special Guardianship Order (SGO)	
	Ceased to be looked after through a Residence Order (RO)	
	Ceased to be looked after through a Child Arrangement Order (CAO)	

SECTION M: TYPICAL INTENDED MODE OF TRANSPORT

83.	Walk (WLK)		Public Service Bus (PSB)	
	Cycle (CYC)		Other Bus (BNK)	
	Car/Van (CAR)		Taxi (TXI)	
	Car Share (CRS)		Train (TRN)	
	Dedicated School Bus (DSB)		Other (OTH). Specify: _____	
	I DO NOT wish to give this information (REFU)			

SECTION N: CONFIRMATION

I confirm that the information that I have provided is true and accurate and that I have permission to provide any information on behalf of others that I have included. I understand that the information that has been provided will only be used for the purposes indicated within the school's Privacy Notice.

Name:		Signed:		Date:	
Name:		Signed:		Date:	

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Food Safety Management Form - Special Diets Information / Allergen Form

Please fill in this form in BLOCK CAPITALS and return it to Mrs. Lloyd at the main office if your child has any intolerance, special diet or allergies.



Section A : General Details

		Please include an up-to-date photo
Child's Full Name		
Class and Year Group		
Your name		
Your relationship to the child		

Section B : Declaration

I confirm my child has a food allergy, intolerance or other dietary-related medical condition that needs addressing. The information in this form isn't about my child's food preferences.

Parent / Carer Signature		Date	
--------------------------	--	------	--

Section C : Allergen Details

Does your child have a food allergy? if YES, fill in Section C. If NO go to Section D.

Please include as much information as possible about your child's food allergy in the space below. For example:

- Can they tolerate products that say 'may contain traces'?
- What types of nuts are they allergic to or should they avoid all nuts?
- Should they avoid all forms of the allergen, or can they tolerate some forms, for example raw, baked or cooked?

If possible, please provide a copy of any relevant medical assessment or confirmation. We cannot completely guarantee the entire absence of any specific allergen, but our team will be happy to talk to you about what we do in the kitchen to reduce the risks of allergen cross-contamination.

Allergen	Tick if YES	Additional Information
Celery		
Cereals (containing gluten)		
Crustaceans		
Egg		
Fish		
Milk		
Molluscs		
Lupin		
Mustard		
Nuts		
Peanuts		
Sesame Seeds		
Soya		
Sulphur Dioxide (Sulphites)		

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Other Food Allergies

(If YES please provide as much information as possible about your child's condition here:

Does your child have an adrenaline auto-injector?

Section D : Other Dietary-Related Conditions

Does your child suffer from a medically diagnosed dietary-related condition (like coeliac disease)? If YES, please provide as much information as possible about your child's condition here:

Does your child have any food intolerances? This may or may not be medically diagnosed. If YES, please provide as much information as possible about your child's condition here: