

Procedure for Requesting a Special Diet

Any child requiring a special diet should have a Special Diet Request Form (SDRF) completed by their parent/carer.

All schools should have a copy of the (SDRF) which can also be found on the Highland Council Website ([Link to website](#))

The completed form should be returned to the Head Teacher who should arrange for 3 copies to be made. One copy should be retained in the school office, one should be given to the cook in charge and a third copy sent to the Food Services Coordinator*

The Food Services Coordinator will contact the cook in charge to discuss the provision of the diet and a suitable start date.

A letter will be sent to the parent/carer to say that the SDRF has been received and if required, a copy of the relevant menu will be included.

*Highland Council Catering Service, Ruthven House, Drummond Road, Inverness IV2 5BH.