

## Food Allergy and Intolerance Notification Form

We understand that food allergies can present serious problems for some of our pupils. This form is designed to collect information about pupils who have allergies/intolerances so that we can cater for them appropriately. This form should be completed by the **parent or guardian** of pupils under the age of 18 and returned to the **school**.

Name of pupil \_\_\_\_\_

### Part 1: To be completed by parents/guardian

1A. Does your child have an allergy or intolerance to any of the following allergens?

No  Please go to Part 2

Yes  Please tick the relevant boxes below

<input type="checkbox"/>	Peanuts	<input type="checkbox"/>	Milk	<input type="checkbox"/>	Crustacean	<input type="checkbox"/>	Soybeans	<input type="checkbox"/>	Fish
<input type="checkbox"/>	Nuts	<input type="checkbox"/>	Sesame Seeds	<input type="checkbox"/>	Celery	<input type="checkbox"/>	Mustard	<input type="checkbox"/>	Lupin
<input type="checkbox"/>	Eggs	<input type="checkbox"/>	Molluscs	<input type="checkbox"/>	Gluten	<input type="checkbox"/>	Sulphites	<input type="checkbox"/>	Other (please state)

If you ticked any of the above boxes please provide further details of the nature of the allergy/intolerance:

1B. Has this Allergy or Intolerance been medically diagnosed?

Yes

No

1C. Holroyd Howe use a colour coding system to identify special diets. Please tick which applies to your child:

<input type="checkbox"/>	<b>RED</b>	Pupil has a severe life-threatening allergy/ anaphylactic shock
<input type="checkbox"/>	<b>AMBER</b>	Pupil has an allergy or intolerance
<input type="checkbox"/>	<b>BLUE</b>	Pupil excludes foods due to preference including religious preference

#### If you have ticked **RED** please note:

Where Holroyd Howe cater for pupils under the age of 16 with a special diet in the **RED** category, we strongly recommend that a freshly prepared pre-plated meal is provided for them. A pre-plated meal is the safest way to minimise the risk to the pupil. If you **DO NOT** want a pre-plated meal to be provided to your child then please see Part 4.

Once this completed form has been received, a meeting can be arranged between the Catering Manager and the parent/guardian or school to discuss your child's food requirements in more detail.

## Part 2: Religious Preferences

Please provide details of non- permitted foods due to religious faiths and beliefs in the box below:

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## Part 3: Parent/Guardian Acceptance

Whilst we can provide meals which do not include nominated allergens, we cannot guarantee that dishes do not contain traces of allergens, as they will be stored and prepared in the same areas as nominated allergens. There is a risk of cross contamination on display counters, particularly self-service areas such as salad bars and dessert counters. Please be aware that while Holroyd Howe do not use nuts in any of the food we prepare and serve, we are unable to guarantee that dishes/products served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.

**Data Protection - please tick where you agree / give permission:**

I'm happy for my child's allergen information and photo (where provided) to be passed to Holroyd Howe to enable them to assist the school in correct food provision.	
I'm happy for my child's allergen information and photo (where provided) to be displayed next to the main servery area to enable the catering staff to check allergy information.	

**I confirm that the information supplied within this document is correct. Any changes in my child's allergy/intolerance status will immediately be highlighted to the school:**

<b>Name of Parent/Guardian completing this form</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Daytime contact telephone number</b>	

**Part 4 – If you have ticked **RED** and **DO NOT** want a pre-plated meal to be provided to your child then please sign below:**

I hereby confirm that I \_\_\_\_\_ parent/guardian of \_\_\_\_\_ do not want my child to receive a pre-plated meal.

I am aware that:

- Holroyd Howe are unable to guarantee that dishes/products served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.
- The meals provided to your child will be prepared in the same areas as nominated allergens.
- There is a risk of cross- contamination on display counters, particularly at self-service areas such as salad bars and dessert counters.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## **Request for School to Administer Medication**

Staff cannot give your child this medication unless you complete and sign the form below. If more than one medicine is to be given a separate form should be completed for each one. *Please note that only licensed UK medication is accepted –vitamins and complimentary treatments such as herbal or homeopathic cannot be given.*

### **Details of pupil**

Name..... Date of Birth.....

Condition or illness.....

### **Medication**

Name/Type of Medication (must be in original container)

.....

For how long will your child take this medication?

..... Date dispensed/started.....

**Quantity supplied..... Batch number..... Expiry Date.....**

### **Full Directions for Use**

Dosage and method.....

Timing.....

Special Precautions.....

Any Side Effects.....

I understand that I must deliver the medicine personally to Matron or House Staff (Nursery to Key Worker) and I accept that this is a service which the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

SIGNATURE..... DATE .....

RELATIONSHIP TO CHILD.....



Wycliffe Prep School, Ebley Road, Stonehouse, Gloucestershire GL10 2JD

+44 (0)1453 820470 • prep@wycliffe.co.uk • wycliffe.co.uk

# Breakfast at Wycliffe

Dear Parents

Breakfast Club is part of Wycliffe's wrap-around care provision for children throughout the Prep School. It operates daily during term time, between 8.00am and 8.25am in the school dining hall and the cost of breakfast is included in the termly fee.

At Breakfast Club, the children enjoy a light breakfast, which includes cereal, fruit, toast, yoghurt, milk, and fruit juice. As part of our allergy awareness programme, lists of ingredients for all foodstuffs provided by Wycliffe are available for parents on request. Breakfast Club is supervised by a member of staff and around 8:25am, the pupils will go to their respective classrooms for the start of the school day.

To enable the correct level of staffing to be in place, parents are required to book places for their child/ren at least 24 hours in advance.

If you would like your child to attend Breakfast Club, please complete a booking form below and return it to your child's class teacher or Mrs Kitchin (anne.kitchin@wycliffe.co.uk).

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Name of child: \_\_\_\_\_

I would like my child to attend the following Breakfast Clubs until further notice:

Monday       Tuesday       Wednesday       Thursday       Friday

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

*Bold & Loyal*  
1882...

Wycliffe College (Incorporated) is a registered Company in England and Wales, limited by guarantee (No. 00255632) and a registered Charity (No. 311714)  
Registered Address: Regent Street, Stonehouse, Gloucestershire GL10 2AD



Wycliffe Prep School, Ebley Road, Stonehouse, Gloucestershire GL10 2JD

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Please provide us with the following information and return this form to Pre-Prep or the School Office. This is to help ensure that our records are up to date.

Child's name: \_\_\_\_\_

Who has legal parental responsibility for your child? (Please give full names).

\_\_\_\_\_  
\_\_\_\_\_

Home telephone number(s): \_\_\_\_\_

Work telephone number(s): Parent 1: \_\_\_\_\_ Parent 2: \_\_\_\_\_

Parent 1 mobile: \_\_\_\_\_ Parent 1 email: \_\_\_\_\_

Parent 2 mobile: \_\_\_\_\_ Parent 2 email: \_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I give permission for the following other named adults to collect my child from school:

\_\_\_\_\_  
\_\_\_\_\_

Name of person you would like us to contact in an emergency if you, and/or the other person who has legal parental responsibility for your child, cannot be reached (please include telephone number and relationship to child):

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

**Please keep school informed of any changes to these details.**

*Bold & Loyal*  
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# Wycliffe College

## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

Wycliffe College  
 Finance Department  
 Regent Street  
 Stonehouse  
 Glos  
 GL10 2AD

Service user number

8	3	6	8	9	9
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FOR WYCLIFFE COLLEGE OFFICIAL USE ONLY  
 This is not part of the instruction to your bank or building society.

**FEE PAYER TO COMPLETE**

**Payment option:**

First day of term

By monthly instalment

(Please tick one box only)

Pupil Name/s: .....

Name(s) of account holder(s)

Bank/building society account number

--	--	--	--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--	--

Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

### Instruction to your bank or building society

Please pay Wycliffe College Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Wycliffe College and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference (six digits as shown on foot of bill)

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Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Wycliffe College will notify you three working days in advance of your account being debited or as otherwise agreed. If you request Wycliffe College to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Wycliffe College or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Wycliffe College asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



Wycliffe Prep School, Ebley Road, Stonehouse, Gloucestershire GL10 2LD  
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## DIRECTORY PERMISSION

Dear Parents

As you may be aware, we distribute current parents' contact information via the Pupil Directory to enable easier organisation of children's parties and social lives and parent year group events.

We publish this information by year group: your child's name, first name and surname(s) of parents, telephone numbers and email addresses. You may choose how much information you wish to publish and we are happy to publish both parents' contact details or the contact details of just one parent. We recommend that only personal contact details, not work information, is provided.

If you have not been included in previous publications but would now like to be, I would be grateful if you could complete the information below with the information you would like to be published. ***If you do not wish any information to be published, please indicate this on the form, after providing your child's name and year group.*** Please note, as this information is being published by year group, that we will need one form per child.

If you have previously completed a form your information will be on record and therefore will be included in the next directory.

If forms are not returned, we will be unable to include your information in the new directory.

Yours sincerely

**Mrs A Kitchin**  
**Prep School Administrator**

Pupil's full name: \_\_\_\_\_ Year Group: \_\_\_\_\_

Parent(s)' full name(s): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Personal Email Address(es): \_\_\_\_\_

I give my permission for my contact details to be published in the Pupil Directory

I **DO NOT** give my permission for my contact details to be published in the Pupil Directory

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

*Bold & Loyal*  
1882...



## Pupil Publicity

During your child's time at Wycliffe, photographs/videography will sometimes be taken of individual pupils or groups of pupils, for example during school trips or significant events such as Speech Day.

These photos/videos may be used in any or all of the following to help to promote the school:

Wycliffe Website ([www.wycliffe.co.uk](http://www.wycliffe.co.uk))

Wycliffe Facebook Page ([www.facebook.co.uk/wycliffecollege](http://www.facebook.co.uk/wycliffecollege))

Wycliffe Twitter Account ([www.twitter.co.uk/wycliffecollege](http://www.twitter.co.uk/wycliffecollege))

Wycliffe Instagram ([www.instagram.co.uk/wycliffecollege](http://www.instagram.co.uk/wycliffecollege))

The Wycliffian - Our annual school publication

The Wycliffe Times - Our quarterly school newspaper (please be aware that this is published online)

The Young Wycliffian (Preparatory School) - Annual school publication

Any Other Marketing / Advertising (eg. An advert for Wycliffe in the Cotswold Life Magazine, outdoor adverts, banners)

If you **DO NOT** wish your child to be included in any or all of the above, please complete the following:

Pupil's Name: \_\_\_\_\_

Please **DO NOT** include my child in any school photography/videography to be used for marketing/advertising purposes.

Parent or Guardian's name: \_\_\_\_\_

Signature: \_\_\_\_\_





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Dear Parents,

This letter is to inform you about our use of Tapestry Online Learning Journal in our setting.

Tapestry allows us to make observations for your children where we can attach photos and videos.

On Tapestry, parents can view, like and comment on the observations we make for your children. You can also add your own observations of what your child does outside of the setting.

We will set you up with your own individual account using your email address. This account will be directly linked to your child/children's account/s, which means you will only be able to see observations that include your child. You will then be able to login with your email address and password to either the browser version of Tapestry ([tapestryjournal.com](http://tapestryjournal.com)) or to the app. Tapestry has apps for iOS, Android and Amazon Fire devices. If you choose to use the app, after you login initially, you can use a 4-digit PIN to quickly log back in.

Tapestry securely stores all the data we input to our account on their servers. If you want to find out more information about how Tapestry keeps our data safe and secure, you just need to go to <https://tapestry.info/security.html>.

If you have any questions or queries about this, please get in touch.

Yours sincerely,

Mr D Aherne

Head of Pre-Prep



### Image consent form template

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make any recordings of your child. We may take photographs to upload to Tapestry Online Learning Journal to record your child's learning and development and to share this with you;

We use Tapestry as our online learning journal provider. We will use this to send you observations of your child which might include photos and videos. If you give your permission in the form below, you will be able to see group observations which might include photos and videos with other children in and consequently, other relatives might be able to view photos and videos of your child.

#### **Please read and indicate your consent clearly:**

1. I consent to photographs and videos of my child being taken by authorised personnel representing Pre-Prep.

Yes  No

2. I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal

Yes  No

3. I consent to photographs containing my child's image being included in other children's learning journals

Yes  No

4. I agree to treat photographs containing images of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.

Yes  No

Signed by parent/guardian:

Name of child:

**Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time in Pre-Prep. It is your responsibility to let us know if you want to withdraw or change your consent at any time.**