



Dear Schools, Parents, and Carers,

Happy new year to you all. As the new year has started you will notice that there is a new point of contact for students with special dietary needs. I am Amy Teichman, the Quality and Nutrition Manager for Alliance in Partnership Group of Companies. I will now be working alongside your kitchens to ensure that all children have a safe, varied, and tasty menu each day.

The process for creating special menus has now changed. You may have seen the Allergen Menu Request Form that has been sent out by your schools. Any student that needs to have a change of menu, must complete these forms and return them to me via the instructions on the form. I will then work directly with the parents and carers to ensure that we have a set menu that the student will enjoy. I create menus that have at least two options every day to allow the students to be able to have a choice in their meals. I also make sure that parents and carers know what their children will have each day. I also create recipes for all our exclusion meals so that we can trace any ingredient for parents and carers or environmental health officers. Finally, I coordinate these menus with the school, parent, and kitchen so that all stakeholders are aware of the student's needs.

If your student is already enjoying special meals, this will not change. They will still be able to have their special meals. We will just be formalising the process to ensure that we have a set menu for them and that we have all the pertinent information required to produce the menu. If your child requires a special diet and you've been apprehensive about it in the past, please get in touch and let me help to try to make meal time inclusive for your child.

I am also able to help with carbohydrate counts for diabetic students. So, please do get in touch via the Carbohydrate Request Form that was also sent out by your school.

Our mission is to make sure that all students have a safe and healthy meal. We want lunch times to be inclusive and open to all. I look forward to working with you.

Kind Regards,

Amy Teichman BSc (HONS), MSc  
**Quality and Nutrition Manager**

**Mobile:** 07969 296837

**Tel:** 0121 420 3030

**Fax:** 0121 420 3035