

## **School Meals Process for requesting a Special Diet**

Before a special diet can be started, parents should complete a Special Diet Request Form. Until the request has been approved by Catering Services, parents should provide lunch for their child.

Special Diet Request Forms for school and nursery pupils are available via School Offices and on The Highland Council website <https://www.highland.gov.uk> and by searching for “special diet”.

### **All completed forms should be sent to:-**

Special Diets  
Catering Services  
Highland Council  
Ruthven House  
Drummond Road  
Inverness, IV2 4NZ

Tel: (01463) 644102

**Or scanned and emailed to [Special.Diets@highland.gov.uk](mailto:Special.Diets@highland.gov.uk)**

Please note it is not currently possible to complete an electronic version of the form.

Catering Services will assess the request to ensure the special diet can safely be provided and will advise the parents accordingly. If it is a complex diet, a meeting with the parents may be arranged. Please note it may not be possible to accommodate the request.

Catering Services will contact the School Cook to discuss the special diet and a suitable start date.

Requests normally take 5-10 working days to process but on occasions may be slightly longer.

Parents should advise the School and Catering Services about any changes to their child's special diet, or if no longer required.

Your cooperation is much appreciated.