



Catering Form for Residential Visit

How to fill out the catering form

Fill out the name and address of your school as well as your name and contact telephone number for your school where you may be reached.

As you know, we will do all we can to meet the dietary requirements of any child or adult in your group. But, please provide us with at least **one weeks' notice** (in advance of your stay) **for a residential visit or extended / combi day visit.**

There will be £10 administration charge for each change after this.

Catering numbers

- Fill out the number of children you have for each meal
- Note that you will be arriving on Day 1 before the morning drink and leaving on Day 2 or 3 after lunch
- Please tick the appropriate boxes on the Detailed Dietary Requirement Sheet for allergies and dietary requirements
- Note how many resident staff you will have for each meal and if there are going to be any non-resident children or adults.
- Indicate if they are a non-residential adult or child with an A or C. For example, 1A, 2C
- Please provide any extra useful information in the box provided so we are aware of how allergic levels or how serious a reaction could be

Evening Meals (Residential Visits only)

If you are staying in the Manor House and/or Woodland Cabins these are cooked for you. Staff are on hand serve your evening meal. They are Food, Hygiene and Allergy Awareness trained, but please can a member of school staff be ready and available to support them.

Both Manor House and Woodland Cabin residentials may have your historical banquet of Fiesta Night on one evening. There will be one picnic lunch with sausage rolls or sandwiches, normally on the day you leave. All other meals will be cooked.

Detailed Dietary Requirements (Residential Visits and Extended Day Visits)

Please tick the appropriate boxes on the Detailed Dietary Requirement Sheet as necessary for each person. Please provide any extra useful information in the box provided so we are aware of how allergic levels or how serious a reaction could be.

Please pay special attention to nut allergies, intolerances, diabetic, vegan, and vegetarian meals. For vegetarian, unless stated, it will be assumed they will eat fish.

If you are using both the house and cabins, please ensure that anyone with dietaries requirements will be sleeping in the Manor House. This allows us to manage their dietary needs and requirements. All dietaries will also be seated together, in the dining rooms.



Please consult with us beforehand to discuss any special requirements, preferably via email, with as much information as possible, including what food can be eaten as an alternative.

We do try to avoid serving food containing nuts to all residents, but some products are made in factories where nuts are used.

Sample menus can be found on our [website](#) which can be shared with parents.

Children are **not** allowed to bring food to Ufton, except for a special diet with specialist ingredients which are difficult for us to obtain.

Any food brought onsite, must be discussed with us in advance. Food brought in must not contain nuts and be in the original, shop brought packaging, which includes the full list of ingredients.

We ask that no home cooked food is brought onsite as we need will need to consider other allergies.

Food will need to be clearly named and will be kept in our fridges or larder.

We are unable to cater for dislikes, however, please do discuss this with us if there is a medical reason. Bread and butter will be available at all mealtimes as an alternative.

Note that mealtimes are:

- Breakfast 08.00
- Lunch between 12 and 12.45pm
- Dinner 17.30

Please make sure we have your Catering Form at least 7 days before your visit to allow us to order the necessary food.

We cannot guarantee that we can cater for any dietaries or additional visitors if we are not given at least **7 days'** notice.

Please be aware that we reserve the right to change the menu with short notice as we rely on deliveries and food that is available to us. We will do our best to inform you of any changes to the menu as soon as possible.

Return Catering and Dietary Forms by email to: enquiries@ufton.org.uk



Ufton Catering Form – Two Day Visit

Please complete this form with your information and send back to us at least 7 days before your visit.

School		Dates of visit	
Address		Tel	
Lead teacher		Email	

Catering Numbers	DAY 1			DAY 2		
	Resident		Non Res	Resident		Non Res
	Children	Adult	A or C?	Children	Adult	A or C?
Breakfast						
Morning Drink						
Lunch						
Afternoon Drink						
Dinner						

* Non Resident A = adults, C = children

Ufton Catering Form – 3 Day Visit

Please complete this form with your information and send back to us at least 14 days before your visit.

Catering Numbers	DAY 1			DAY 2			DAY 3		
	Resident		Non Res	Resident		Non Res	Resident		Non Res
	Children	Adult	A/C?	Children	Adult	A/C?	Children	Adult	A/C?
Breakfast									
Morning Drink									
Lunch									
Afternoon Drink									
Dinner									

* Non Resident A = adults, C = children



Ufton Catering Form – Four Day Visit

Please complete this form with your information and send back to us at least 14 days before your visit.

School		Dates of visit	
Address		Tel	
Lead teacher		Email	

Catering Numbers	DAY 1			DAY 2			DAY 3			DAY 4		
	Resident		Non Resident *	Resident		Non Resident *	Resident		Non Resident *	Resident		Non Resident *
	Children	Adult	A/C?	Children	Adult	A/C?	Children	Adult	A/C?	Children	Adult	A/C?
Breakfast												
Morning Drink												
Lunch												
Afternoon Drink												
Dinner												



Ufton Catering From – Five Day Visit

Please complete this form with your information and send back to us at least 14 days before your visit.

School		Dates of visit	
Address		Tel	
Lead teacher		Email	

Catering Numbers	DAY 1			DAY 2			DAY 3			DAY 4			DAY 5		
	Resident		Non Resident *	Resident		Non Resident *	Resident		Non Resident *	Resident		Non Resident *	Resident		Non Resident *
	Children	Adult	A/C?	Children	Adult	A/C?	Children	Adult	A/C?	Children	Adult	A/C?	Children	Adult	A/C?
Breakfast															
Morning Drink															
Lunch															
Afternoon Drink															
Dinner															



Ufton – Detailed Dietary Requirements – Group:

Dates:

Name (Please only complete for children and adults with specific dietary requirements.) Please indicate all that apply.	Adult or Child (A/C)	Vegan	Vegetarian	Halal	Dairy intolerant	No Nut products	Can eat products produced in factories where nuts are used	Unable to eat eggs	Coeliac / Gluten Free	Other allergies of dietary needs (e.g. seafood, sesame seeds) Please give details	Has Epipen. (Please state reason)
Please give us any additional, useful information that will enable us to best provide what your children need. For example, If it's an airborne allergy.											