



Catering Form for Extended Day 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. Please provide us with at least **one weeks' notice** (in advance of your stay) **for an extended 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
- Please tick the appropriate boxes on the Detailed Dietary Requirement Sheet for and allergies and dietary requirements
- 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

Detailed Dietary Requirements (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.

Do 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.

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.

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 – Extended 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 – Extended visits		
	Total number of Children	Total Number of Adults
Morning Snack and Drink		
Lunch		
Afternoon Snack 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.											