



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Nursery**

DIETARY POLICY and PROCEDURE

1. Introduction & Scope

This policy defines the commitment of The White House Preparatory School and Woodentops Nursery to managing the dietary needs, allergies, and nutritional well-being of all pupils and staff.

The School recognizes its responsibility to accommodate dietary requirements arising from:

- **Medical Conditions:** Diagnosed allergies, intolerances, and chronic conditions (e.g., Coeliac disease).
- **Religious & Cultural Beliefs:** Specific dietary restrictions associated with faith or heritage.
- **Ethical Choices:** Vegetarianism, veganism, and other lifestyle choices.

To ensure pupil safety, requests for medical dietary adjustments must be supported in writing by an authentic medical authority (e.g., a GP, Consultant, or NHS pediatric clinic).

2. Regulatory Framework

This policy is maintained in accordance with the following statutory requirements and guidance:

- **The ISI Regulatory Requirements** (Independent School Standards).
- **The Statutory Framework for the Early Years Foundation Stage (EYFS).**
- **The Equality Act 2010** (making reasonable adjustments for disabilities/medical needs).
- **UK GDPR and the Data Protection Act 2018** (safeguarding special category health data).
- **UK Food Information Amendment (Natasha's Law / 14 Statutory Allergens).**





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3. Core Objectives

- **Identification:** Systematically identify and log all pupils and staff with specific dietary requirements before entry and update records at least annually.
- **Inclusion:** Ensure that dietary needs are catered for safely and effectively, allowing all children to fully participate in the social and nutritional aspects of school life.
- **Health & Education:** Promote a culture of healthy eating through freshly prepared, balanced meals, minimizing outside food to support pupils on restricted diets and encourage positive habits.

4. Food Provision & Daily Routines

Woodentops Nursery

- **Breakfast:** A choice of cereal, toast, and a choice of milk or water.
- **Mid-Morning Snack (~10:00 AM):** Fresh fruit served with milk or water.
- **Lunch (~12:00 PM):** A freshly prepared hot meal followed by a pudding.
- **Afternoon Tea (~4:00 PM):** A light, balanced meal.
- **Hydration:** Fresh drinking water is available throughout the day. Each child has a designated, refilled beaker.
- **Milk:** Parents provide formula or specialized therapeutic milk. The Nursery provides full-fat, pasteurized cow's milk once a child transitions from formula.

Preparatory School

- **Morning Snack:** All pupils receive a morning snack consisting of a biscuit alongside water.
- **Lunch & Afternoon Session:** Provisions for lunch and afternoon snack are managed by the school caterers, who ensure dietary and allergen adjustments are met.





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- **After-School Clubs:** For pupils remaining on campus for late after-school clubs, an additional afternoon meal is provided by the school caterers under the same dietary and allergen safety standards.

5. Allergen Management & The "Nut-Free" Standard

Critical Notice: Strict Nut-Free Campus

Due to the presence of pupils with severe, life-threatening anaphylactic allergies, **The White House Preparatory School and Woodentops Nursery operates a strict Nut-Free policy.**

- No nuts, tree nuts, sesame, or products containing these ingredients are permitted on school premises under any circumstances.
- This restriction applies to school-provided catering, home-prepared snacks, birthday cakes brought to school, and community events (e.g., PTA cake sales).
- The school monitors food provision against all **14 statutory allergens** recognized under UK food law.

6. Operational Procedures

1. **Annual Dietary Audit:** Every August/September, the School Office issues a mandatory confirmation form to all current families to update medical, cultural, or ethical dietary profiles.
2. **Admissions & New Diagnoses:** Parents of new pupils, or current pupils with a newly diagnosed condition, must notify the Headteacher via the School Office immediately. Medical diets require official documentation from a registered medical professional before arrangements can be finalized.
3. **Settle Days:** Prior to any "settle day," the School Office will record all medical and dietary needs. Provisions will be made to ensure safety during the visit, and parents will be notified immediately if a specific requirement requires further adjustment time.
4. **Staff Briefings, Identification & Data Protection (UK GDPR):** The Headteacher ensures all academic, supervisory, and catering staff are fully briefed on pupil allergies, dietary restrictions, and emergency protocols.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

24 Thornton Road, London, SW12 0LF

020 8674 9514 office@whitehouseschool.com

www.whitehouseschool.com



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- *Identification Protocol:* During meal, snack, and after-school club tea times, pupils with specific dietary requirements or medical conditions are identified by wearing a designated lanyard that clearly indicates their specific dietary condition. This ensures seamless, error-free verification by catering and supervising staff.
 - *Privacy Protocol:* All student dietary data is held securely and processed in accordance with UK GDPR guidelines, ensuring that broader medical records are kept confidential while operational identification tools (such as lanyards) are utilized strictly for the child's physical safety during food service.
5. **Catering Collaboration:** The Headteacher shares all dietary profiles with the Catering Manager. For complex or life-threatening medical diets, the catering team will liaise directly with the family to construct a safe, alternative menu.
6. **Extreme Cases:** In exceptional circumstances, where a medical allergy is so complex that a school-prepared meal poses an unavoidable cross-contamination risk, the school will collaborate with the family to find a suitable, safe solution under strict supervision.
7. **Emergency Readiness:** All relevant staff receive annual training on allergen awareness and the prompt administration of emergency medication, including Adrenaline Auto-Injectors (AAIs/EpiPens).

7. Interlinked Policies

This document must be read in conjunction with the following school policies:

- *Allergy and Allergic Reaction Policy*
- *Supporting Pupils with Medical Conditions & Administration of Medicines Policy*
- *First Aid Policy*
- *Healthy Eating Policy*
- *Safeguarding and Child Protection Policy*

Policy will be reviewed annually			
Policy reviewed:	Sept 26	By:	Headteacher
To be reviewed:	Sept 27	By:	Headteacher

