AiP Group of Companies
Client Special Diets Process

On notification that a pupil has a special dietary need, the School Office to issue the AiP Group Special Diets pack to the Parent/ Carer

On receipt of special diets pack from School - the Special Diets Form to be completed and returned to School with all relevant medical information as required

Is your school using the Blue Runner System?

If Yes

On receipt of the completed form and medical documentation from Parent / Carer, the student is entered into the BRS system (by the school via Sims or AiP Kitchen or Area Manager) as a child with special dietary needs. The completed form then given to kitchen

On receipt of the special diets form from the school, the kitchen manager will forward a copy of the form to the AiP Special Diets Team to log into the Group Database.

The kitchen manager will issue the bespoke menu to the school to enable the parent/carer to make menu choices. An amended menu based on the special dietary information provided will be served to the child until the specific choices have been made.

Parents to make menu choices and return the menu to the School

On receipt of menu choices School to forward a copy of this on to the Catering Manager

On receipt of menu choices the AiP Catering Manager will implement the menu

If No

On receipt of the completed form and medical documentation from Parent / Carer, the student is entered into the school system as a child with special dietary needs. The completed form then given to kitchen

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The kitchen manager will issue the bespoke menu to the school to enable the parent/carer to make menu choices. An amended menu based on the special dietary information provided will be served to the child until the specific choices have been made.

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On receipt of menu choices School to forward a copy of this on to the Catering Manager

On receipt of menu choices the AiP Catering Manager will implement the menu

NB: It is the responsibility of the school to inform the AiP Group of Companies Catering Manager of any changes in Pupils dietary requirements

KEY: School Parent AiP