



Archdiocese of Birmingham
Our Lady of Grace Catholic Academy
Principal: Mrs S Rathbone, BA (Hons) NPQH
Woodland Street, Biddulph, Stoke-on-Trent, Staffordshire, ST8 6LW
Tel: 01782 512644
E-mail: office@olognewman.co.uk
Website: <http://www.ourladyofgraceacademy.co.uk>

Wednesday 16th September

Updating Medical Conditions and Dietary Requirements on Arbor

Dear Parents/Guardians,

We are writing to ask all parents and guardians to review and update their child's medical information and dietary requirements on Arbor.

It is important that the school has accurate and up to date information so that we can make appropriate arrangements for your child's health, safety and wellbeing while they are in school.

Please check your child's Arbor record and ensure that you have provided details of:

- Any medical conditions, including allergies or conditions that may affect your child during the school day.
- Any food allergies or medically diagnosed food intolerances.
- Any dietary requirements, including those arising from a medical condition.
- Any other relevant health information that the school needs to be aware of.

Food preferences

When updating dietary information on Arbor, please only record food allergies, intolerances or dietary requirements that are medically or otherwise genuinely necessary.

Please do not add foods that your child simply dislikes or chooses not to eat as allergies or intolerances. For example, if your child does not like a particular food, this should not be recorded as an allergy or intolerance.

This distinction is important because the school uses this information to identify and manage genuine dietary risks and to ensure that appropriate measures are put in place for children who have a medical need.

Please ensure that you update the information whenever your child's circumstances change.

Keeping these records current also supports the school in meeting its responsibilities under relevant legislation and guidance, including the requirements referred to as Benedict's Law, where applicable.

How to update the information

Please log in to your Arbor Parent Portal and review your child's details. If any information is missing or no longer accurate, please update it as soon as possible.

If you are unable to access Arbor or need assistance updating your child's information, please contact the school office.

We would be grateful if you could complete this review by Friday 18th September.

Thank you for your cooperation and for helping us to maintain accurate information to support the safety and wellbeing of all our pupils.

Yours sincerely,

Mrs Statham
Head of School