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## INSTRUCTIONS FOR FILLING OUT THIS FORM

- Please read the instructions at the top of each form carefully
- Please ensure that you've filled in EVERY relevant cell
- Ensure that every column / day adds up to the correct number of people in the group
- Include ALL staff (and drivers if relevant) in the form
- Return this form by the below deadline to [hello@stayatcohort.co.uk](mailto:hello@stayatcohort.co.uk)

**Please note:**

Should information be missed out or unclear we will endeavour to discuss this with you prior to the deadline. If we cannot get clarification from you (or you cannot get clarification from the students) we will make a best-guess at what's needed.

## NAME OF SCHOOL | DATES OF VISIT

Deadline to return completed form	
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Number of people in the group (including staff & drivers)	
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# BREAKFAST

- Breakfasts are always vegetarian so please use the table below to tell us how many vegans, lactose intolerant and/or gluten free people in the group. If there are no dietary requirements please leave blank
- If someone is both gluten free AND lactose intolerant put a '1' in each relevant column

Dietary requirements	Number in group
Vegan	
Gluten Free*	
Lactose Intolerant	
Other (please give details)	

Our breakfast is <u>nut free</u> . We do however include Fruit 'n' Fibre and Crunchy Nut Cornflakes in the variety pack cereal selections (individually packaged). Please put a cross in this box if you would prefer us to exclude these options for <u>all students</u> ; otherwise leave blank.	
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## BREAKFAST SELECTION:

Orange juice | Apple juice | Milk | Selection of cereal in individual variety packs | Selection of white / brown bread | Butter / Vegan spread | Jam | Marmalade

\* Please only choose 'gluten free' if there is a genuine intolerance / allergy. We will accommodate up to 3 gluten free breakfasts at no extra charge, any more than that will incur a surcharge.

# PACKED LUNCHES

- Indicate in each column what numbers you require, i.e. 5 vegetarian sandwiches, 9 meat sandwiches, etc. The sandwiches in the packed lunches will be a selection from the menus detailed below
- Please do not make alterations to sandwiches, i.e. 'no butter' / 'no cucumber', etc. as we cannot make changes to sandwiches on an individual basis
- OPTION: TO MAKE LIFE EASIER: Tell us how many veggie / vegan / lactose intolerant / GF people you have in your group and we will pick a selection of sandwiches to cover everyone. In the morning students can then choose what they would like that day from the selection

MENU	Choose one option per person per day			
Sandwiches*	Day 1	Day 2	Day 3	Day 4
Vegetarian				
Egg				
Vegan				
Meat				
Fish				
<b>Gluten Free Salad Boxes*</b> <i>These are only available to people who are genuinely gluten free; we will accommodate up to 3 people at no extra cost, after which there is a £2/person charge</i>	Cheese <input type="checkbox"/>	Cheese <input type="checkbox"/>	Cheese <input type="checkbox"/>	Cheese <input type="checkbox"/>
	Chicken <input type="checkbox"/>	Chicken <input type="checkbox"/>	Chicken <input type="checkbox"/>	Chicken <input type="checkbox"/>
	Ham <input type="checkbox"/>	Ham <input type="checkbox"/>	Ham <input type="checkbox"/>	Ham <input type="checkbox"/>
	Tuna <input type="checkbox"/>	Tuna <input type="checkbox"/>	Tuna <input type="checkbox"/>	Tuna <input type="checkbox"/>
<b>Total number of packed lunches</b>				

**Sandwich menu:** **Vegetarian:** Cheese & Tomato, Cheese Salad, Cheese mix & Spring Onion | **Vegan:** Houmous & Red Onion, Vegan Sausage & Pickle | **Meat:** Ham Salad, Ham & Coleslaw, Roast Chicken Salad, Chicken, Lettuce & Mayo, Coronation Chicken & Lettuce | **Egg:** Egg & Cress Mayo, Egg & Tomato | **Fish:** Tuna Mayo, Tuna Mayo & Cucumber, Tuna Sweetcorn & Mayo

**Dietary information:** **(1)** all sandwiches are made with dairy spread unless they are vegan, if you cannot eat dairy please order vegan sandwiches **(2)** while there are no nuts in the sandwiches they would have been prepared in an environment where nuts may have been present **(3)** sandwiches are not available as gluten free

**Gluten free menu:** We are able to offer salad boxes as a GF option for up to 3 people at no extra charge

\* Please note that while we will always endeavour to meet your exact requirements there may be times when supplier produce is limited and an alternative sandwich will be provided.

# EVENING MEALS

- See next page for detailed menu
- Please select **ONE main meal choice per day** for the whole group and indicate in the columns how many meat / vegetarian / vegan options you need
- Please select **ONE dessert per day for the whole group**
- Please input the time you would like the dinner served; **the default time is 6pm** if you do not fill it in

It is our recommendation that you do not ask students what main meal they would like

Trip leaders please make a choice from the menu and merely ascertain from students whether they would like the meat or vegan/veggie option

DATE	PER DAY: Choose <u>ONE</u> main option for the whole group and <u>ONE</u> dessert for the whole group					
	MAIN	Vegan	Veggie	Meat	DESSERT	TIME

**MAIN MENU – Choose one option for the whole group per day:**

**Option 1** Pizza | **Option 2** Curry | **Option 3** Chilli | **Option 4** Mac n’ Cheese | **Option 5** Casserole

**DESSERT MENU – Choose one option for the whole group per day:**

**Option 1** Rocky road | **Option 2** Marshmallow sq. | **Option 3** Flapjack | **Option 4** Chocolate & Sea Salt Crunch

**DIETARY REQUIREMENTS:**

Please use the below space to inform of us of any dietary requirements we should know about. Please note that ALL meals / desserts (without exception) are nut free:

(if you have a mix of vegetarians and meat eaters and you’re telling us about an allergy please make sure to indicate whether the individual with the allergy is a vegetarian or not; i.e. 1 x gluten allergy (meat eater)).

# EVENING MEAL MENU

All main meals with the exception of Pizza and Mac 'n' Cheese will be free from the 14 main food allergens (see footer); any further dietary requirements must be identified and alternatives will be provided wherever possible.

**WITHOUT EXCEPTION, ALL MEALS AND DESSERTS ARE NUT FREE**

## Mains

(choose one option per day)

OPTION	MEAT*	VEGGIE/VEGAN
<b>9" Pizza</b> (v) (vg) (gf) (ff) <i>Served as individual pizzas in boxes</i>	Pepperoni	Margarita
<b>Curry with Rice</b> (v) (vg) (gf) (ff)	Mild Chicken Curry	Mild Vegetable Curry
<b>Chilli with Baked Potato</b> (v) (vg) (gf) (ff)	Beef Chilli	Vegetable Chilli
<b>Mac 'n Cheese</b> (v)	<i>No meat version but we can provide an alternative of gf pasta with a tomato sauce for any dairy / gluten free people</i>	Mac 'n' Cheese with broccoli and sweetcorn
<b>Casserole with Baked Potato</b> (v) (vg) (gf) (ff)	Pork & Vegetable Casserole	Vegetable Casserole

(v) vegetarian (vg) vegan (gf) gluten free (ff) free from the 14 main food allergens: celery, gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, soya, sulphur dioxide

\* We cannot cater for kosher/halal diets, please choose the veggie option for anyone in the group with these requirements

## Desserts

(choose one option per day)

OPTION	NOTES
<b>1. Rocky Road</b> (v)	Where marshmallows are used they are always vegetarian
<b>2. Sticky Marshmallow Squares</b> (v)	
<b>3. Flapjack</b> (v)	
<b>4. Chocolate &amp; Sea Salt Crunch</b> (v)	

A substitute dessert will be supplied for people whose allergies or intolerances mean they can't have the above