



Windsor Hill Primary School
5 Church Avenue,
BT34 1DY
Newry,
Tel: 028 3026 4047
e-mail: imckane521@c2kni.net
Principal: Miss I McKane
Vice-Principal: Mrs. C McKee
School Website: www.windsorhillps.co.uk

Monday 1st September 2025

Dear Parent / Guardian,

Special Diet Application Forms

Education Authority School Meals Department now require all pupils requiring a special diet to complete a special Diet Application forms whether this is required on either cultural or medical grounds.

Where there are medical reasons, and you have a care plan, our cook would appreciate a copy of the care plan. These plans can be copied in school with your permission. It is also appreciated that not every child requiring a special diet has a care plan, so if you don't have one, please do not worry. (for pupils in our Specialist Provision Classes the teachers will be happy to help you with these forms.)

Pupils who require a special diet, e.g. Halal diet, should only complete pages 4, 5 & please sign and date the form on page 7.

Please contact the office if you require any additional help with these forms. We request that all forms are returned by Monday 7th September 2025 at the very latest.

Yours faithfully,

A handwritten signature in cursive script that reads 'I. McKane'.

I. McKane
Principal

Special Diet Application Form

If your child requires a special diet, please fully complete this form and return to the school office.
Please note-

- If your child requires a special diet for religious or cultural reasons or because they are vegetarian or vegan, please fully complete Part A and Part B of this form.
- If your child requires a special diet for medical/ health reasons, please complete Part A and Part C of this form, **in addition Part D** Special Diet Medical Form. Please note, special diet medical forms may be signed **only** by a medical consultant, GP or registered dietitian.
- If your child has been deemed eligible and you have received confirmation for a free school meal on the grounds of a special diet requirement, please only complete Part A and Part C of this form.

Incomplete forms will not be accepted and will be returned to parent/guardians for completion. This may result in a delay in your child receiving a special diet.

PLEASE NOTE- The school catering service will accommodate specific dietary needs from existing menus and ingredient range, therefore a child with a special dietary need may not always get a choice of dishes. If any specialist dietary preparations and prescription foods are required these will need to be supplied by the child's parent/guardian. The set price for school meals will remain the same in these circumstances.

PART A- CONTACT DETAILS

Pupil details	
Pupil's Name	
Date of birth	
School details	
School	WINDSOR HILL PRIMARY SCHOOL
School Address	3 CHURCH AVENUE NEWRY, Co. DOWN BT34 1DY
	028 30264047
Parent/Guardian's details	
Contact Name	
Contact daytime telephone number	

Contact address

PART B- RELIGIOUS, CULTURAL OR VEGETARIAN/VEGAN DIET REQUIREMENT

Cultural, religious, vegetarian or vegan diet

Please specify the type of diet required:

Please list the foods to be avoided and list the foods that can be used as a substitute

List of foods to be avoided

List of substitute foods

Other relevant information

If yes please give further details
Do you use prescribed dietary products with your child? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, can you provide the school catering service with a small amount of prescribed products for use in preparing diet? Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of the product and amount
Health Care Professional contact details
Contact Name
Contact Telephone Number

✎ **Parent/Guardian Signature:** _____

Please print name: _____

Date: _____

To be completed by school office:

Date received by school: _____

Signature: _____

Please print name: _____