

Westbury Academy

Transition Guide



2024-2025



POWERFUL KNOWLEDGE



CELEBRATE THE INDIVIDUAL



THE WHOLE JOURNEY





Welcome to Westbury Academy

Welcome to the Westbury Academy Transition Guide. Hopefully it will give you an insight into the bespoke transition process at Westbury Academy.

At Westbury Academy we strive to deliver a high-quality curriculum which is based upon the needs of our pupils focusing on maximising each child's academic potential whilst developing their social and emotional skills in a safe, nurturing environment.

Principal

What will you find in this guide?

Within this guide you will find information around:

- Westbury's transition process
- Key documents
- Key members of staff during the transition process
- How to contact us and uniform information



Westbury's 5 Step Transition Process

1 Place Confirmation

Parents/carers will receive confirmation of their child's place at Westbury Academy.

2 Introductory Meeting

Parents/carers and the child will be invited to visit Westbury Academy to look around, meet with key staff member/s and receive a new starter pack to complete.

3 Initial Transition Visit

After returning the starter pack, the pupil will be invited for an initial transition visit, spending a morning or afternoon in their prospective class.

4 Bespoke Transition Meeting

Parents/carers will then meet with staff to discuss a personalised transition timetable that provides the best possible start for their child at Westbury.

5 Start Date and Ongoing Support

The pupil's official start date marks their first day on roll at Westbury. Weekly communication from the child's tutor will keep families updated as part of our home-school agreement.



Key Documents



Starter Pack

Before a child starts a Westbury Academy, their parent/carer/guardian must complete and sign Westbury's starter pack.



Home School Agreement

Our home school agreement establishes a shared commitment between Westbury Academy, parents and pupils.



Trust Attendance Policy

Covers expectations for attendance and punctuality, including procedures for reporting absence and how we value the importance of consistent attendance.



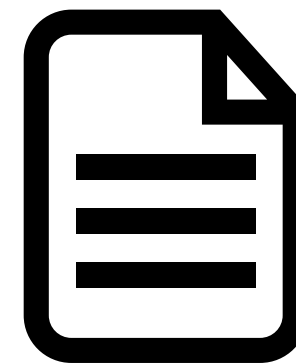
Safeguarding & Child Protection Policy

Outlines our commitment to pupil safety and welfare, including safeguarding procedures.



SEND Policy & Information Report

Our SEND Policy and Information Report provides an overview of the support in place for pupils at Westbury Academy.



Relationships & Positive Behaviour Policy

Outlines our six principles surrounding behaviour. Westbury has three behaviour drivers which will be shared during transition.



Restrictive Physical Intervention Policy

This policy highlights the importance Westbury places on the welfare and safety of the pupils in our care. We recognise that there may be situations that require restrictive physical intervention from adults.

Key members of staff during transition into Westbury Academy



Lee Morgan
Principal



John Richardson
Assistant Principal



Tom Endy
Assistant Principal



Dan Siddons
Assistant Principal



Gareth Westray
Assistant Principal



Tom Few
Director of C & A

SEND TEAM



Adam Casey
SENDCO



Redford Lee
Deputy SENDCO



Ann Ward
Deputy SENDCO

OFFICE TEAM

Christine Bradshaw
Senior Administrator


Michelle Craughwell
Senior Administrator

Sandra Jepps
Receptionist

Find Us

 Westbury Academy
Chingford Road
Bilborough
Nottingham
NG8 3BT

Contact Us

 0115 9155858

 enquiry@westbury.raleightrust.org

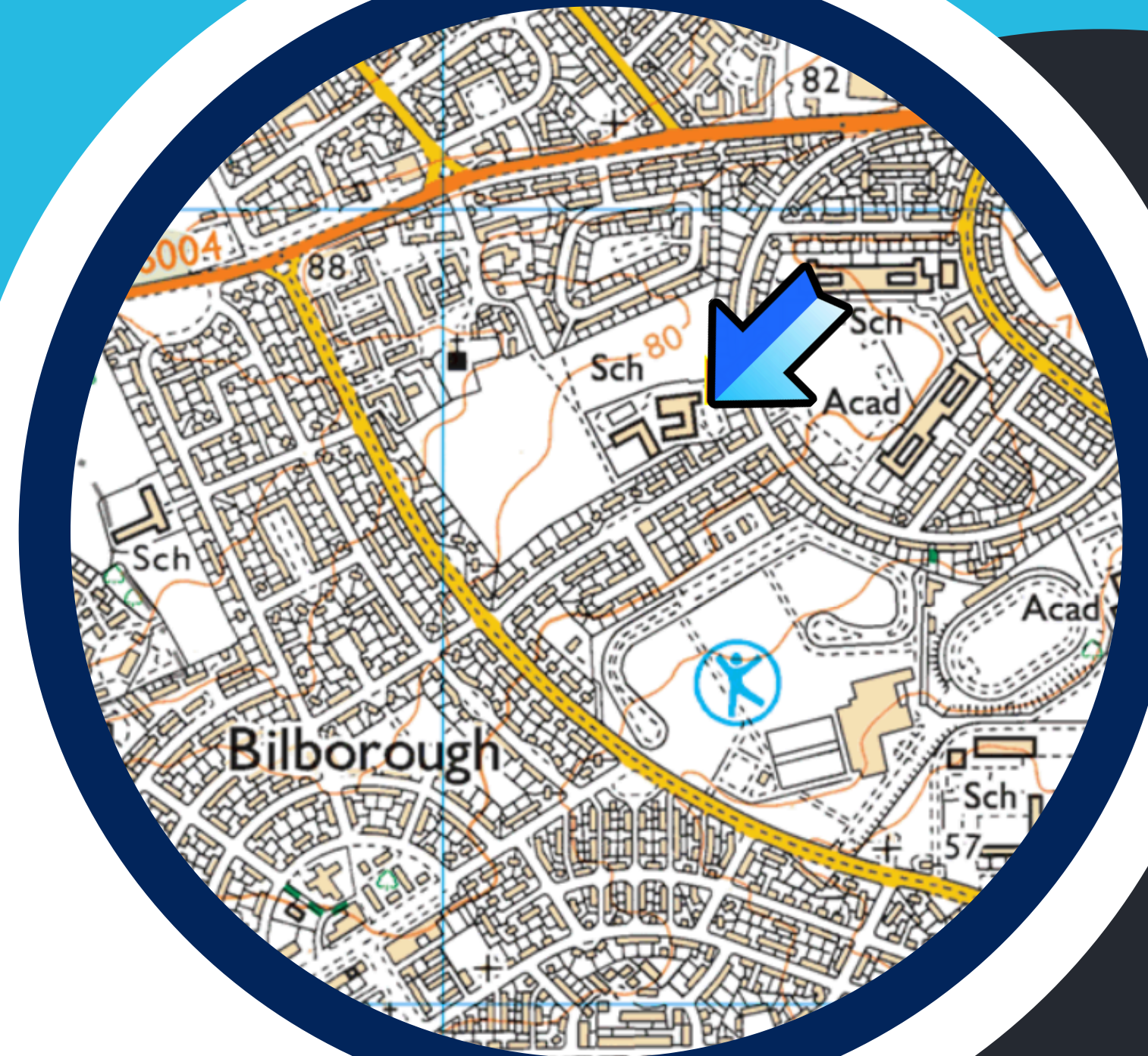
Uniform



Uniform link: <https://www.bigfishschoolwear.co.uk/school/login>

Username: Westbury **Password:** Wesuni22

Upon joining the academy new pupils receive two polos and one jumper for free. Any additional uniform can be purchased via the bigfish website.



ASSESSMENT PLACES AT WESTBURY ACADEMY

Westbury Academy offers assessment placements to determine the best educational setting for children currently undergoing the EHCP process. These placements are designed to provide a comprehensive evaluation of a child's needs and how well their needs can be met at Westbury Academy through a collaborative approach. Whilst we continuously aim for success, the assessment place helps to ensure the best fit for each child's educational journey.

Intent:

All children at Westbury are treated equally, fully ensuring inclusive experiences for all learners.

Assessment places align with the statutory EHCP process, and the duration of the placement is informed by this process, alongside parents/carer, pupil and school voice.

Outcome:

If Westbury is deemed to be a suitable placement, the child will transition to a permanent placement once their EHCP is finalised.

If Westbury is not deemed to be a suitable placement, the child will return to their current educational setting, through supported transition.

Parent/carer and pupil voice:

The process includes consulting with both parents/carers and pupils to ensure their voices are heard and their needs are met.

Regular review meetings are held to discuss the child's progress and suitability for the placement.

Curriculum offer:

The curriculum delivery is tailored to meet the individual needs of the child, ensuring a supportive and nurturing environment whereby curriculum access is bespoke and suitable curriculum adaptations are made.