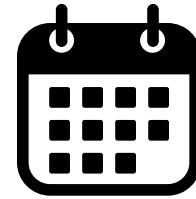


# Westbury Academy

## Transition Guide



2025-2026



Westbury Academy

Raleigh  
EDUCATION TRUST

# 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. For pupils joining in September, this will be through summer two's new pupil transition evening.

## 3 Initial Transition Visit

After returning the starter pack, the pupil will be invited for an initial transition visit. During this visit, they will spend a pre-agreed amount of time in their prospective class. A familiar adult from their current setting, or home, will be asked to accompany them to provide support throughout.

## 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

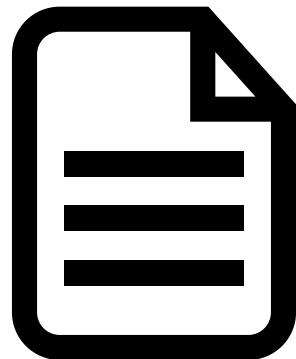
The pupil's official start date marks their first day on roll at Westbury. Weekly communication from the child's tutor will keep families updated as part of our home-school agreement.

# Key Documents



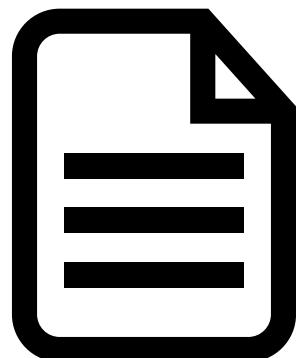
## **Starter Pack**

Before a child starts at 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.



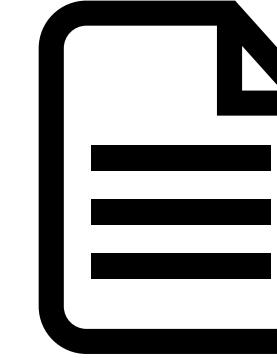
## **SEND Policy & Information Report**

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*



**Tom Few**  
*Director of C & A*



**Adam Casey**  
*SEDCO*



**Gareth Westray**  
*Assistant Principal*



**Dan Siddons**  
*Assistant Principal*

## OFFICE TEAM

**Michelle Craughwell**  
*Senior Administrator*

**Sandra Jepps**  
*Receptionist*

## WELLBEING TEAM & PUPIL COUNCIL LEADS

**Gareth Westray**  
*Assistant Principal*

**Megan Smith**  
*Class Teacher*

**Laura-Jayne Whitehead**  
*Teaching Assistant*

**Saba Maqbool**  
*Teaching Assistant*

## Contact Us



Westbury Academy  
Chingford Road  
Bilborough  
Nottingham  
NG8 3BT



0115 9155858



enquiry@westbury.raleightrust.org

## Transport

If your child requires transport to Westbury Academy, parents/carers are responsible for applying through their Local Authority once a place at Westbury has been confirmed.

You can find more information and apply using the relevant Local Authority transport webpages:

- Nottingham City Council :  
<https://www.nottinghamcity.gov.uk/schooltransport>
- Nottinghamshire County Council:  
<https://www.nottinghamshire.gov.uk/education/travel-to-schools>

## Uniform



When joining Westbury Academy, pupils are provided with two white polos and one black jumper, ordered via the office.  
For additional uniform: <https://www.bigfishschoolwear.co.uk/school/login>  
**Username:** Westbury **Password:** Wesuni22

