

Willowfield Academy

Transition Guide



2026-2027



Willowfield
ACADEMY



Raleigh
EDUCATION TRUST

Welcome to Willowfield Academy

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

At Willowfield 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.

C. Morgan

Principal

What will you find in this guide?

Within this guide you will find information around:

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



Willowfield's 5 Step Transition Process

1 Place Confirmation

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

2 Introductory Meeting

Parents/carers and the child will be invited to visit Willowfield 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

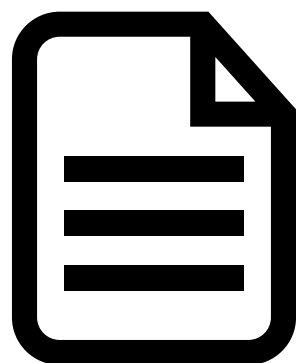
Parents/carers will then meet with staff to discuss a personalised transition timetable that provides the best possible start for their child at Willowfield.

5 Start Date and Ongoing Support

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



Key Documents



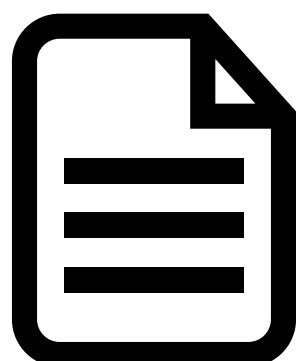
Starter Pack

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



Home School Agreement

Our home school agreement establishes a shared commitment between Willowfield 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.



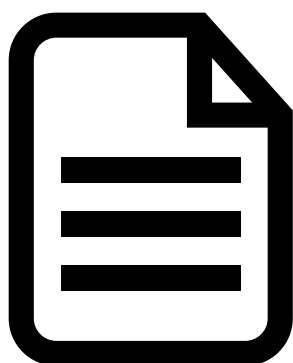
SEND Policy & Information Report

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



Relationships & Positive Behaviour Policy

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



Restrictive Physical Intervention Policy

This policy highlights the importance Willowfield 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.

Contact Us



Willowfield Academy
Chingford Road
Bilborough
Nottingham
NG8 3BT



0115 9155858



enquiry@willowfield.raleightrust.org

Transport

If your child requires transport to Willowfield Academy, parents/carers are responsible for applying through their Local Authority once a place at Willowfield 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 Willowfield Academy, pupils are provided with two black polos and one black jumper, ordered via the office.

For additional uniform: <https://www.bigfishschoolwear.co.uk/school/login>

Username: Westbury **Password:** Wesuni22

