

## Twilight Policy

### Rationale

1. The twilight provision provides a restorative approach to the management of behaviour which therefore relies on a commitment from staff to be part of the process and to attend the twilight session to repair and rebuild relationships
2. It is also used as a short term personalised programme which is regularly reviewed.
3. The students special educational needs will determine if the twilight is the correct provision for the student as other approaches may be more beneficial.

### Referrals

1. Only a member of the Senior Leadership Team (SLT) can make a decision about a twilight as it is an alternative to a fixed term exclusion.
2. A decision is made about whether a twilight session is the appropriate intervention for a child, following a discussion with SLT.
3. Parents will be informed by the appropriate member of staff about the reasons for the twilight and a parental meeting will be arranged if necessary.
4. Work will be prepared at this point by curriculum staff and should include work on literacy and numeracy to be sent to Mrs M Beech in preparation for the twilight session no later than 14:30. This will need to be e-mailed if the staff involved cannot get the relevant work delivered for 14:30.

### Procedure

Sessions will be led by M Beech, assisted by R Vicary and additional staff from both Special and Alternative Academies depending on numbers attending.

1. Transport arrangements should be made with R Harrison ensuring students do not arrive before 15:00.
2. Staff will meet the pupils in reception at 15:00 on the day of the twilight and will escort them to KS4 (Y11) classroom.
3. Pupils will begin by filling in a restorative reflection sheet.
4. Work will then begin and should only be interrupted by the restorative meeting with the member of staff involved.
5. If the pupil successfully completes their twilight they will be dismissed at 16:45 otherwise the session will end at 17:00.
6. Failure to attend a twilight will result in parents being contacted by SLT and they will be put onto the next day's session.
7. The incident requiring Twilight Provision must be entered onto Behaviour Watch prior to 15:00 stating the reason for the Twilight. Mr M Baker and Mrs M Beech must also be informed using the CC button on the Behaviour incident page.
8. It is important that staff involved in the incident arrive as early as possible to assist with the Twilight procedure if necessary and to take part in the restorative process.

9. The restorative meeting and outcomes must be recorded by the meeting referrer on the twilight record sheet on Behaviour Watch.

*Revised September 2017*