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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 03 November 2023** |
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| **This Week’s Treviglas Focus – Collective Responsibility. Being kind to yourselves, each other and our environment, especially during unstructured times.** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* Cornwall Council Waste Management Community Event on Monday 23 October and Mrs Seyfert for organising.
* Careers Focus Week which started on 30 October and included Take Your Child to Work and the Careers Fayre - Mrs Ford & Mr Wilson.
* Mock Speaking Exams - Spanish Monday 30 October, French Wednesday 1 November - Mrs Gilbert.
* Girls Football Festival - Years 3 & 4 - Wednesday 1 November held at Treviglas Academy.
* Post 16 Open Evening - Wednesday 1 November - Mrs Handford.
* Mrs Vittle’s organisation of the parental presentations for Year 11.
* To the student support team for their efforts on Halloween.
* Everyone involved with the Regional Commissioner for Ofsted’s visit along with other local CEOs.

1. **Well done to:**

* We are so proud of Year 7 student Tilly, who competed recently in the British Nationals Graded Feis Irish Dancing competition. Tilly won a heavy shoe dance in the beginners and primary sections. In addition, she won a trophy for coming 4th in the primary premiership. Tilly also gained three x third places for soft shoe dances in beginners and primary levels, and moved up to intermediate level on one of her dances. Tilly dances with Flanagan’s School of Irish Dance, run by Annie Flanagan, who is an ex-student of Treviglas.

1. **We look forward to:**

* Our next Trust wide CPD on Thursday 9 November.
* Welcoming our new Finance Administrator Mrs Dawes on Monday 20 November.
* Hall for Cornwall Trips to see Peter Pan - Year 7 on Thursday 7 December, then Year 8 on Friday 8 December - please could staff who would like to accompany the students on this trip please contact Mr Colborne - those who normally teach these year groups on these dates will be asked to provide cover for the teachers accompanying the theatre trip.
* Year 7 & 8 Christmas Disco - Wednesday 13 December - 4.30-5.45 pm Year 7, then 6-7.15pm Year 8 - see Miss Dandy for details.
* Rock Mime - Monday 18 December - see Mr Colborne for details.
* Activities week 15 to 19 July 2024 for years 7 to 9 students.
* Moving our registers from SIMS to Satchel.

1. **Please remember the following:**

* **We should all be using the following consistently and confidently in our lessons:**
* **Meet and Greet**
* **321 Focus**
* **123 Showme**
* **Show me boards**
* **Sitting for dismissal.**
* In the event of absence from work please send ALL notifications to [absence@treviglas.cornwall.sch.uk](mailto:absence@treviglas.cornwall.sch.uk) by **7.15 am**.
* All leave of absence (green form) and off timetable (yellow form) requests must be submitted no less than 2 weeks in advance, **all absence request forms are to go to Sharon Edwards,** absence requested cannot be taken until you have received a confirmation email from Sharon.
* Reception office should **not** be accessed between 8.30 and 9.30 am, except in an emergency, to allow a smooth start to the school day for all of us.
* Always get your Purchase Orders to Finance in a timely manner. In the interim period, until our new finance administrator is in role, please give your POs to Sharon Edwards and address any finance queries to Sharon in the first instance.
* Log all sanctions on Satchel before 3.15 pm each day.
* Please don’t forget to use the new signing in and out system, either use your card at the machine in the reception area, or use the app. This sign in/out procedure will be crucial for evacuation and fire drill procedures.

1. **Staff Wellbeing:**

* Reception office should not be accessed between 8.30 and 9.30 am, except in an emergency, to allow a smooth start to the school day for all of us..
* Remember no emails after 6 pm unless it's an emergency or addressed to the Leadership Team. (“Schedule send” is a great facility.)
* Sweet treats on a Monday morning in the staffroom.
* Please ensure all registers are completed within the first 10 minutes of your lessons, they must be accurate and kept up to date throughout the lesson. Also any red flags on your register, please read them. Please can teachers not have their phones on DND as this can impact communication with the main office.
* Please complete the Pulse Surveys when they come out so we can understand and address any needs that arise.

**TERM DATES**

**Tuesday 19 December 2023 – Last Day of Autumn Term**

**Thursday 4 January 2024 – First Day of Spring Term**

**Monday 12 February to Friday 16 February 2024 – Half Term**

**Monday 19 February – Inset Day (school closed to all students)**

**Thursday 28 March 2024 – Last Day of Spring Term**

**Monday 15 April 2024 – First Day of Summer Term**

**Monday 27 May to Friday 31 May 2024 – Half Term**

**Friday 19 July 2024 – Last Day of Summer Term**

**Monday 22, Tuesday 23 & Wednesday 24 July – Inset Days (school closed to all students)**

| **TREVIGLAS ACADEMY CALENDAR** |
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| **Monday 06 November 2023** |
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| All Week - Year 11 PPEs  3.15 - 4.15 pm - LT/TTL Meeting  4.15 pm - Staff Briefing Main Hall |
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| **Tuesday 07 November 2023** |
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| 8.30 am - Assembly - Year 9 - Mr Wilson  9 - 10 am - Year 11 Networking Breakfast- Mrs Ford  3.30 - 5.30 pm SLT Meeting  Off Timetable -  8.30 am - 1 pm - Mrs Gilbert - CASH Meeting  8.30 am - 10 am - Mrs Ford - Networking Breakfast  All Day - Mr Mildenhall - Conference |
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| **Wednesday 08 November 2023** |
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| 8.30 am - Assembly - Year 7 - Miss Dandy  12 - 1 pm - Cross Country Race (2) - Years 4, 5 & 6 at Newquay Tretherras |
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| **Thursday 09 November 2023** |
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| 8.30 am - Assembly - Year 8 - Miss Dandy  3.15 to 4.15 pm - Trust CPD Evening  Off Timetable -  All Day - Mrs Drake - Training  3.30 - 6 pm - Mr Rogers - MAT Safeguarding Meeting at Falmouth |
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| **Friday 10 November 2023** |
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| Off Timetable -  All Day - Mrs Rose Penrose - DT Conference  12.30 pm - 2.30 pm - Miss Edwards - Training |
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| **Weekend** |
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| **Week** | **Week Commencing** | **Forthcoming Events – (some may be subject to change)** |
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| Blue Week | 13 November | All week - Year 11 PPEs  Wednesday 15 November - 1.30-3.30 pm - Newquay Sharks Basketball Festival - Years 5 & 6 at Treviglas Academy |
| Green Week | 20 November | Tuesday 21 November - Year 11 Networking Breakfast - Mrs Ford  Wednesday 22 November - 9 am to 12 pm - Swimming Festival - Years 5 & 6 at Water World  Wednesday 22 November - 3.15 to 5.45 pm - Twilight Inset  Thursday 23 November - 9 am to 1 pm - Year 10 Mock Interviews  Thursday 23 November - 5.30 to 6.30 pm - Options Evening - Mr WIlson |
| Blue Week | 27 November | Wednesday 29 November - 8.30 am to 2.30 pm - LMC Visit  Wednesday 29 November - 1.30 to 3.30 pm - Mixed Netball - Years 5 & 6 at Treviglas Academy |