

|  |
| --- |
|  |

| **WEEKLY OPERATIONAL BULLETIN** **Friday 20 October 2023** |
| --- |

| **This Week’s Treviglas Focus – Collective Responsibility** |
| --- |

1. **Thank you to all those who have helped with the following over this last week or so:**
* Mr Bond, Head of Redruth School visiting Treviglas - Monday 16 October.
* Interviews for Art & DT Teacher - Tuesday 17 October.
* French Trip Information Evening - Tuesday 17 October.
* Year 12 & 13 Learn to Live Road Safety Presentation in Redruth - Tuesday 17 October - Mrs Handford and Miss Dickinson.
* Year 11 Parental Presentations - Wednesday 18 October.
* Developmental Football Festival for year 5 & 6 - Wednesday 18 October.
* Interviews for Finance Administrator - Thursday 19 October.
* Years 5 & 6 Parental Tours - Mrs Gilbert - Thursday 19 October.
1. **Well done to:**
* The Sixth Form who ran a Tea and Talk for Young Minds, and the whole school for #helloyellow day on World Mental Health Day 10 October, £78 was raised for the charity.
1. **We look forward to:**
* Cornwall Council Waste Management Community Event on Monday 23 October in the main hall.
* Careers Focus Week starting on 30 October - see Mrs Ford for details of various activities throughout the week.
* Mock Speaking Exams - Spanish Monday 30 October form time and lessons 1-3, French Wednesday 1 November form time and lessons 1-3.
* Girls Football Festival - Years 3 & 4 - Wednesday 1 November at Treviglas Academy.
* Post 16 Open Evening - Wednesday 1 November - see Mrs Handford for details.
* 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.
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.**
* The next payroll additional hours and expenses claim form deadline is **Monday 30 October** - immediately after half term. Forms to Sharon Edwards please.
* In the event of absence from work please send ALL notifications to 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 Amy Stewart in Finance in a timely manner. If in doubt go and speak to Amy.
* 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.
* Staff social planned for last Friday of half term - see Mrs Bradshaw or Mr Wells with ideas and suggestions.

**TERM DATES**

**Monday 23 October to Friday 27 October 2023 – Half Term**

**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** |
| --- |

| **Monday 23 October 2023**  |
| --- |

| Half Term10am - 5 pm - Cornwall Council Waste Management Community Event - see Miss Seyfert for detailsLeave of Absence - Miss Rouse |
| --- |

| **Tuesday 24 October 2023** |
| --- |

| Half Term |
| --- |

| **Wednesday 25 October 2023** |
| --- |

| Half Term-  |
| --- |

| **Thursday 26 October 2023**  |
| --- |

| Half TermLeave of Absence - Mr Shiels |
| --- |

| **Friday 27 October 2023**  |
| --- |

| Half TermLeave of Absence - Mr Shiels |
| --- |

| **Weekend**  |
| --- |

|  |
| --- |

| **Week** | **Week Commencing** | **Forthcoming Events – (some may be subject to change)** |
| --- | --- | --- |
| Blue Week | 30 October | Monday 30 October - Careers Focus Week - Mrs FordTuesday 31 October - Year 9 Take your Child to WorkMonday 30 October - Mock Speaking Exams - Spanish - Mrs GilbertWednesday 1 November - Mock Speaking Exams - French - Mrs GilbertWednesday 1 November - 1.30 to 3.30 pm - Girls Football Festival Years 3 & 4 at Treviglas AcademyWednesday 1 November - 4 to 7.30 pm - Post 16 Open Evening - Mrs HandfordThursday 2 November - 9 am to 3 pm - Careers Fayre - Mrs Ford & Mr Wilson |
| Green Week | 6 November | All week - Year 11 PPEsTuesday 7 November - 9 - 10 am - Year 11 Networking Breakfast- Mrs FordWednesday 8 November - 12 - 1 pm - Cross Country Race (2) - Years 4, 5 & 6 at Newquay TretherrasThursday 9 November - Trust CPD Evening |
| Blue Week | 13 November | All week - Year 11 PPEsWednesday 15 November - 1.30-3.30 pm - Newquay SHarks Basketball Festival - Years 5 & 6 at Treviglas Academy |