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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 17 November 2023** |
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| **This Week’s Treviglas Focus – Be kind to yourself and each other** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* Hosting the Newquay Sharks year 5 & 6 Basketball Festival on Wednesday 15 November.
* All involved in the remembrance assembly. The Cadets, Mr Senese and Rachel.

1. **Well done to:**

* All of the Site Team and IT for all their hard work in getting us back up into the first part of the refurbished building.
* Treviglas Showjumping Team, Rosie, Sopie, Olivia and Emilia, who not only took part in the Pony Club Schools Showjumping Competition at Pendarves on 12 November, but won it!!
* Our Student Rozen who came home from the World Martial Arts Committee Austrian World Cup with 2 Gold Medals and One Silver Medal, so in effect Rozen is now a two times World Champion.
* Elijah and his efforts in supporting with the leatherback turtle washed up on the beach.
* Former student Ellie for all her achievements in Football since leaving us.

1. **We look forward to:**

* Welcoming our new Finance Administrator Mrs Dawes this 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
* 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.
* Christmas lunch - Friday 15 December 2023.
* Rock Mime - Monday 18 December - see Mr Colborne for details.
* Activities week 15 to 19 July 2024 for years 7 to 9 students.

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**
* **Task Management Boards**
* 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 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 20 November 2023** |
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| 3.15 - 4.15 pm - Year Group Meeting  4.15 pm - Staff Briefing Main Hall (Postponed to Wednesday INSET)  5 - 6 pm - Parent Forum  6pm - Local Monitoring Committee Meeting at Falmouth - Mr Rogers  Off Timetable -  All Day - Mrs Slater - First Aid Training  7.30 am to 1 pm - Mrs Robin Penrose - Falmouth School  11.45 am to 3 pm - Mr Mildenhall - KS3 Concert Hall for Cornwall |
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| **Tuesday 21 November 2023** |
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| 8.30 am - Assembly - Year 11 - Mr Wilson  9 - 10 am - Year 11 Networking Breakfast - Mrs Ford  3.30 - 5.30 pm SLT Meeting  Off Timetable -  All Day - Mrs Slater - First Aid Training  All Day - Mr Mildenhall - Year 11 GCSE Mock Exams  All Day - Mrs Laity - Year 11 Art Exam  8.30 am - 12 pm - Mrs Drake - Meeting at Roseland  8.30 - 11.30 am - Mrs Gough - Falmouth School  9 - 10 am - Mrs Ford - Networking Breakfast  12 - 7 pm - Mr Wells - Under 16 National League Match at Paignton  Leave of Absence -  All Day - Mr Dawes |
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| **Wednesday 22 November 2023** |
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| 8.30 am - Assembly - Year 10 - Mr Lewis  9 am to 12 pm - Swimming Festival Years 5 & 6 at Water World  3.15 to 5.45 pm - Twilight Inset  Off Timetable -  All Day - Miss Sibley - Year 11 GCSE Solo Performance Recording  11.30 am - 3 pm - Mr Penrose - Training  Leave of Absence -  All Day - Mrs Ye |
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| **Thursday 23 November 2023** |
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| 8.30 am - Assembly - Year 7 - Miss Dandy  9 am to 1 pm - Year 10 Mock Interviews  5.30pm - Year 9 Options Evening - Mr WIlson  Off Timetable -  All Day - Mrs Brain - NPQSL Seminar  All Day - Mrs Drake - Pixl Conference in London  All Day - Mrs Suttle - Pixl English Festival  ALl Day - Mrs Ford - Year 10/12/13 Mock Interviews  Leave of Absence -  1.45 - 4 pm - Mrs Bradshaw |
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| **Friday 24 November 2023** |
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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 | 27 November | Monday 27 November - 1 to 3 pm - Year 10 Speed Dating Entrepreneur Event - see Mrs Ford or Mr Wilson for details.  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 |
| Green Week | 4 December | Monday 4 December - 3.30 - 7 pm - Year 11 Subject Evening - Main Hall  Tuesday 5 December - 9 - 10 am - Year 11 Networking Breakfast - Mrs Ford  Wednesday 6 December - 3.30 - 5.30 pm - Indoor Athletics Years 5 & 6 hosted by Newquay Tretherras ad Newquay Sports Centre  Thursday 7 December - Christmas Jumper Day.  Thursday 7 December - 9 am to 3 pm - Year 7 Hall for Cornwall trip to see Peter Pan.  Friday 8 December - 9 am - 4 pm - Year 8 Hall for Cornwall trip to see Peter Pan. |
| Blue Week | 11 December | Wednesday 13 December - 1.30 - 3.30 pm - Mixed Netball Years 5&6 - Treviglas Academy  Wednesday 13 December - Years 7&8 Christmas Disco - 16.30 to 17.45 pm for Year 7, and 18.00 to 19.30 pm for Year 8 - for details contact Miss Dandy  Thursday 14 December - 3.15 - 4.15 pm - Trust CPD  Friday 15 December - Christmas Lunch |