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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 15 December 2023** |
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| **This Week’s Treviglas Focus – Wishing you all good will and health for the festive period** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* Nice/Monaco School Trip - Saturday 9 to Tuesday 12 December organised by Mrs Gilbert.
* Wednesday 13 December - Years 7 & 8 Christmas Discos - organised by Miss Dandy.
* Wednesday 13 December - Steelers performing at Truro late night shopping.
* Thursday 14 December - UCAS Fayre at Truro College for Year 12s - organised by Mrs Handford.
* Thursday 14 December - 6th Form late night shopping trip to Exeter organised by Mrs Handford.
* Thursday 14 December - Year 8 Basketball Team to Brannel - Mr Wells.

1. **Well done to:**

* Year 9 Students who took part in the National Languages Competition run by GCHQ.
* Students Rachel & Eva for their high marks and praise of all their performances at St Austell Music Festival.
* Year 10 Music and Drama Students for their performance as part of the Newquay Schools’ Carol Concert.

1. **We look forward to:**

* Our Staff Social this evening, Concho Lounge to eat followed by drinks in The Central - Friday 15 December.
* Monday 18 December - Winter Festival from 6 to 7 pm - Mr Colborne & Mr Mildenhall followed by -
* Rock Mime Evening Performance- Monday 18 December - 7.30 - 9 pm - see Mr Colborne for details.
* Thursday 4 January 2024 - First Day of Spring Term.
* Activities week - 15 to 19 July 2024 for years 7 to 9 students, bookings open imminently for the top 25% students.

1. **Please remember the following:**

* 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.
* Please note that due to the difficulties with cover due to sickness levels, it may not always be possible to accommodate every leave of absence and off timetable request. To help with this please, wherever possible try to arrange cover within your department, include this on your request form, and let Justine know you have done so.
* Always get your Internal Purchase Orders to Finance in a timely manner. Then please wait until you receive an Official Purchase Order Number back from Finance before going ahead and placing your order.
* **We should all be using the following consistently and confidently in our lessons:**
* **Meet and Greet**
* **321 Focus**
* **123 Showme**
* **Show me boards to check for understanding and then inform teaching**
* **Sitting for dismissal**
* **Task Management Boards**
* 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.
* Please note the Trust’s Employee Assistance Programme EAP which is available to you, posters with the contact number (0800 328 1437) and website address (employeeassistance.org.uk) are provided on the posters on the wall in the staffroom, and behind Mr Maule in the main office.
* 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 18 December 2023** |
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| 9 - 10 am - Post 16 Charity Day  3.15 - 4.15 pm Year Group Meeting  4.15 pm - Staff Briefing - Main Hall  6 - 7 pm - Winter Festival - Mr Colborne & Mr Mildenhall  7.30 - 9 pm Rock Mime - Mr Colborne  Off Timetable -  All Day - Mrs Ford - training lead CPD3  Leave of Absence -  Mr Morse  Mr Tamlyn |
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| **Tuesday 19 December 2023** |
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| Last day of term  7 am - 3 pm - Rock Mime  9 - 10 am - Post 16 Charity Day.  All Day - non school uniform day.  Leave of Absence -  Mr Morse  Mr Tamlyn |
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| **Wednesday 20 December 2023** |
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| Christmas Holidays  Leave of Absence -  Mr Rickard, Mr Shiels, Miss Rouse |
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| **Thursday 21 December 2023** |
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| Christmas Holidays  Leave of Absence -  Mr Rickard, Mr Shiels, Miss Rouse |
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| **Friday 22 December 2023** |
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| Christmas Holidays  Leave of Absence -  Mr Rickard, Mr Shiels, Miss Rouse |
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| **Weekend** |
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| **Week** | **Week Commencing** | **Forthcoming Events – (some may be subject to change)** |
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| Green Week | 01 January 24 | Thursday 4 January - First Day of Spring Term |
| Blue Week | 08 January 24 | Monday 8 January - 1 - 3.30 pm - NSN Meeting - all schools - Newquay Tretherras Quay Building  Wednesday 10 January - 1.30 - 3 pm - Years 5 & 6 Mixed Netball at Treviglas Academy  Thursday 11 January - 3.15 - 4.15 pm - Trust CPD  Thursday 11 January - 5.30 - 7.30 pm - Year 9 Options Evening & Years 10/11 Careers Fayre - Main Hall - Mr Wilson & Mrs Ford |
| Green Week | 15 January 24 | Tuesday 16 January - 9 am - 3.30 pm - BBC Careers Roadshow in Main Hall - Mrs Ford & Mr WIlson  Tuesday 16 January 5.30 - 7 pm - Barcelona Trip Meeting - Mrs Gilbert  Wednesday 17 January - 10 - 11 am - Danni’s Group (SW)  Wednesday 17 January - 3.30 - 5.30 pm - Indoor Athletics - Years 3&4, hosted by Newquay Tretherras as Newquay Sports Centre |