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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 15 September 2023** |
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| **This Week’s Treviglas Focus – Be kind whenever possible. It is always possible** |
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1. Thank you to all those who have helped with the following over this last week or so:

* Our Year 5 and 6 Open Morning which took place this morning organised by Mrs Gilbert and all other staff involved.
* Those who are involved in welcoming and showing Mr Price, the Deputy Head from Falmouth School, around Treviglas today.
* Our School Photo Session with Tempest Photos for our Year 7 and new starter students which took place yesterday 14 September.
* The rolling out of the new Yellow and Green Absence Request Forms, particularly Justine for her assistance in this respect, but also all staff for taking the new forms and instructions surrounding them on board.
* To Gary for his creative talent.
* To Kier & Totus for their generous sponsorship of the Greenpower Race Car Scheme being run by Matt Cherry and Emily Whitchurch.

1. Well done to:

* Mrs Handford and others for walking the Saints Way and raising enough money to sponsor a hospice nurse for a year.
* Mrs Seyfert for the Green Flag 2023 Eco Award. We have achieved Eco Schools status. This is for all our work on the environment and sustainability across the school curriculum and extra curricular clubs including eco leaders and gardening club. Recently, one of our biggest achievements has been the installation of the water bottle filling stations.
* Mrs Rose Penrose for hosting our first Parent Cafe on Thursday led by Cornwall Council ASD Team.
* All students that have tried out for the Sharks.
* Year 7 who continue to impress with their behaviour and enthusiasm for learning.

1. We look forward to:

* This afternoon’s (15 September) fun reward for Mrs Seyfert and her Eco Leaders’ water bottle challenge.
* Twilight Inset on Monday 18 September from 3.15 to 5.45 pm.
* Year 11 Networking Breakfast on Tuesday 19 September at 9 to 10 am organised by Mrs Ford.
* Years 4, 5 & 6 Cross Country Race organised by Tretherras and held at Newquay Sports Centre on Wednesday 20 September at 12 noon to 3 pm.
* Years 5 & 6 Activity Sessions for history and business on Wednesday 20 September at 3.45 to 5.45 pm organised by Mrs Gilbert.
* Year 9 Bronze Duke of Edinburgh initial briefing with Miss Sibley on Tuesday 19 September at 2 pm.

1. Please remember the following:

* The deadline for Performance Management booklets is 26 September. All staff must complete the first section prior to their meeting. Please only use the google doc booklet shared with you, do not make/store a duplicate copy in another location. Once completed please provide a printed, signed by hand version to Sharon on or before 26 September.
* 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.
* Always get your Purchase Orders to Amy 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 –

* 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.
* 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 us all.
* 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.

**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** |
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| **Monday 18 September 2023** |
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| 4 to 4.45 pm Whole Staff Briefing in the Main Hall  3.15 to 5.45 Twilight Inset  Leave of Absence -  All Day - Mr Scott |
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| **Tuesday 19 September 2023** |
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| 8.40 am - Assembly - Main Hall - Year 8 - Mr Wilson  9 to 10 am Year 11 Networking Breakfast - Mrs Ford  3.15 Senior Leadership Meeting in Leadership Office  Off Timetable -  8.30 to 10 am - Mrs Ford - Networking Breakfast  Leave of Absence -  All Day - Mr O’Grady  2 to 3 pm - Mrs Gough |
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| **Wednesday 20 September 2023** |
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| All day - immunisation day year 8  8.40 am - Assembly - Main Hall - Year 9 - Mr Lewis  12 noon to 3 pm Cross Country Race 1 years 4, 5 & 6 hosted by Tretherras and held at Newquay Sports Centre  3.45 to 5.45 pm Years 5 & 6 Activity Sessions for business & science organised by Mrs Gilbert  Off Timetable -  All Day - Mrs Gough - Governor Training  All Day - Mr Rogers - Governor Training  All Day - Mrs Suttle - Meeting at Falmouth School  All Day - Mrs Drake - Meeting at Falmouth School  All Day - Mr Tamlyn - ECT Mentoring Training  All Day - Mrs Robina Penrose - Governor Training |
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| **Thursday 21 September 2023** |
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| 8.40 am - Assembly - Main Hall - Year 7 - Miss Dandy  Off Timetable -  All Day - Mrs Quarton - ECT Mentoring Training  All Day - Mr Senese - ECT Mentoring Training  All Day - Mr Tamlyn - ECT Mentoring Training  12 to 3 pm - Miss E Whitchurch - ECT Mentoring  8.30 am to 12.30 pm - Mr Orton - CASH Meeting |
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| **Friday 22 September 2023** |
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| Off Timetable -  All Day - Mrs Drake - PIXL Training  All Day - Mrs Gough - PIXL Training  All Day - Mrs Rose Penrose - Training    Leave of Absence -  10.30 am to 12.30 pm - Mrs Pearn |
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| **Weekend** |
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| Sunday 24 September - 2 to 10 pm - Whipsy Festival at Lusty Glaze Beach |
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| **Week** | **Week Commencing** | **Forthcoming Events – (some may be subject to change)** |
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| Blue Week | 25 September | Tuesday 26th - 4.30 to 7.30 pm - Years 5 & 6 Open Evening - Mrs Gilbert  Wednesday 27 September - 1.30 to 3 pm - Macron Football Festival Years 5 & 6 - Treviglas Academy Sports Fields  Thursday 28 September - 5.30 to 6.30 pm - WEX/Careers Evening - Mr WIlson |
| Green Week | 02 October | Tuesday 3 October - 9 to 10 am - Year 11 Networking Breakfast - Mrs Ford  Wednesday 4 October - 3.30 to 5 pm - Mixed Netball Years 3 & 4 at Newquay Tretherras Netball Courts  Thursday 5 October - 3.35 to 5.45 pm - Years 5 & 6 Activity Sessions for maths & drama - Mrs Gilbert |
| Blue Week | 09 October | Monday 9 October - 3.30 to 6 pm - Meet the Tutor Evening - Mrs Drake  Tuesday 10 October - 3.45 to 5.45 pm - Years 5 & 6 Activity Sessions for art & history  Wednesday 11 October - 9 to 10.30 am - Years 5 & 6 Open Morning  Wednesday 11 October - 9 am to 12.30 pm - Year 7, I love my Job Workshop - Mrs Ford  Wednesday 11 October - 1.30 to 3 pm - Cross Country Festival hosted by Newquay Tretherras at Newquay Sports Centre |