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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 10 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:**

* Year 11 PPEs.
* Networking Breakfast on 7 November organised by Mrs Ford.
* Cross Country Race (2) for years 4, 5 & 6 held at Newquay Tretherras on 8 November.
* The Trust CPD evening on 9 November.
* The Four hundred year anniversary of Shakespeare’s first folio celebrations in the English Department on Wednesday 8 November.
* Year 12 & 13 Applied Criminology Studies students visit to Bodmin Jail organised by Mrs Handford.

1. **Well done to:**

* Rozen on passing your black belt grading.
* All our cadets for supporting the poppy appeal, Sam, Hayden, Marcus, Bradley, Emily, Marcus, Ollie and Ethan.
* Samson who over half term managed to place 2nd in the Surfing England Junior Surf Series event in Bude. As a result Surfing England offered him a place at the “Day of Champions” event at The Wave, Bristol where Samson was able to spend the day being coached by professional surfers along with some of the country’s top young surfers.
* Members of our school community who took part in the South West Brass Band Association Contest in Torquay, Rachel & Eva playing soprano and E flat horn respectively, won their section playing with St Austell Youth Brass Band. Rachel went on to play with St Austell Senior Band, who were the highest placed Cornish band in the entire contest. And of course our Mr Henderson (site manager) who plays E flat bass with the Indian Queens Band, who were presented with the best bass section award for the contest.
* Elijah Collins for assisting with the rescue/recovery of the beached leatherback turtle on Perranporth beach at the weekend.

1. **We look forward to:**

* Four of our students taking part in the Schools Team Showjumping event at Pendarves, Camborne on Sunday 12 November.
* Hosting the Newquay Sharks year 5 & 6 Basketball Festival on Wednesday 15 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 13 November 2023** |
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| All Week - Year 11 PPEs  3.15 - 4.15 pm - Department Meeting  4.15 pm - Staff Briefing Main Hall  Off Timetable -  All Day - Mrs Ford - Training  2 - 6 pm - Mr Johns - Under 16s |Rugby Cup Fixture at Poltair  Leave of Absence -  All Day - Mrs Gilbert  All Day - Mrs Franklin |
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| **Tuesday 14 November 2023** |
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| 8.30 am - Assembly - Year 10 - Mr Wilson  3.30 - 5.30 pm SLT Meeting  Off Timetable -  11 - 12 noon - Miss Edwards - Meeting |
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| **Wednesday 15 November 2023** |
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| 8.30 am - Assembly - Year 9 - Mr Lewis  1.30-3.30 pm - Newquay Sharks Basketball Festival - Years 5 & 6 at Treviglas Academy |
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| **Thursday 16 November 2023** |
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| 8.30 am - Assembly - Year 11 - Mrs Vittle  Off Timetable -  All Day - Miss Edwards - PA Conference  12 - 3 pm - Miss Quarton - CASH Meeting  2 - 6 pm - Mr Johns - Under 16s Football Cup at Callington  11.30 am - 3 pm - Mr Penrose - Training  Leave of Absence -  11.30 am to 3 pm - Miss Laity |
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| **Friday 17 November 2023** |
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| Off Timetable -  All Day - Miss Laity - Lantern workshop for Year 8s |
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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 | 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 | 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. |