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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 29 September 2023** |
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| **This Week’s Treviglas Focus – New Beginnings** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* The Whipsy Festival that took place on Sunday 24 September, thank you to all who took part or supported.
* Our Year 5 & 6 Open Evening on Tuesday 26 September including the canteen staff for providing the catering for this Open Evening.
* The Macron Football Festival for years 5 & 6 on Wednesday 27 September.
* Mr Tamlyn for organising and Dr Bike of the National Bike Charity Sustrans who visited Treviglas on Wednesday 27 September and provided a free service for all staff and students who brought in a bike or scooter.
* The Work Experience Careers Evening for Year 10 on Thursday 28 September.
* The Drama Department trip to the Minack Theatre on Thursday 28 September.

1. **Well done to:**

* The top 16 students in their year groups who, in recognition of their achievements so far this year, were invited to enjoy a barbeque on Tuesday 26 September, and thank you to the catering team for providing a great feast for them to enjoy.

1. **We look forward to:**

* Year 11 Networking Breakfast on Tuesday 3 October at 9 am - Mrs Ford.
* Mixed Netball for years 3 and 4 at the Newquay Tretherras Netball Courts on Wednesday 4 October at 3.30 pm.
* Treviglas Bands Sunset Session at Lusty Glaze on Wednesday 4 October at 7 - 9 pm.
* Tier 2 Face to Face Safeguarding Training with Hannah Tame on Thursday 5 October at 3.15 pm in the main hall.
* Further Activity Sessions for years 5 & 6, this time maths and drama on Thursday 5 October at 3.45 pm - Mrs Gilbert.
* Bronze & SIlver Duke of Edinburgh Presentations on Thursday 5 October at 6.30 pm - Miss Sibley.

1. **Please remember the following:**

* Please remember the Learning Routines - Meet and Greet, 321 Focus, 123 Show Me, and sitting down for dismissal.
* Reception office should not be accessed between 8.30 and 9.30 am (except in an emergency) this is to allow for a smooth start to the school day for all of us.
* 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 –

* 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.
* 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.
* The Brook are offering free organisational menopause training for SME’s in Cornwall - please see Mrs Suttle for details.
* Please complete the Pulse Surveys when they come out so we can understand and address any needs that arise.

**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 02 October 2023** |
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| 3.15 to 4.15 pm LT/TTL Meeting  4.15 pm Staff Briefing Main Hall  Off Timetable -  All Day - Mr Tamlyn - Student Awareness Workshops  Leave of Absence -  8.30 - 11 am - Mrs Stewart  11 am - 1 pm - Mr Orton  All Day - Mrs Beasley |
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| **Tuesday 03 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 10 - Mr Wilson  9 to 10 am - Year 11 Networking Breakfast - Mrs Ford  3.15 pm - Senior Leadership Meeting in Leadership Office  Off Timetable -  8.30 am - 1.30 pm - Miss Quarton - CASH Meeting  8.30 - 10 am - Mrs Ford - Networking Breakfast |
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| **Wednesday 04 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 9 - Mr Lewis  3.30 to 5 pm - Mixed Netball Years 3 & 4 at Newquay Tretherras Netball Courts  7 to 9 pm - Treviglas Band Night Sunset Sessions at Lusty Glaze- open to all  Off Timetable -  All Day - Mrs Bellamy - Training  All Day - Mr Johns - Year 11 Rugby Tournament  All Day - Mrs Ford - Careers Lead Training  All Day - Mr Mildenhall - setting up for Sunset Sessions |
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| **Thursday 05 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 8 - Mrs Dandy  3.15 to 4.15 pm - Tier 2 Safeguarding Training in house with Hannah Tame  3.45 to 5.45 pm - Years 5 & 6 Activity Sessions for maths & drama - Mrs Gilbert  6.30 to 7.30 pm - Bronze & Silver Duke of Edinburgh Award Presentations |
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| **Friday 06 October 2023** |
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| Off Timetable -  9 am - 1 pm - Mr Purcell Herbert - Training |
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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 | 09 October | Monday 9 October - 3.30 to 6 pm - Meet the Tutor Evening - Mrs Drake  Tuesday 10 October - Years 5 & 6 Activity Sessions for art & history - Mrs Gilbert  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  Thursday 12 October - Trust CPD - 4-5 pm |
| Green Week | 16 October | Tuesday 17 October - 9 to 10 am - Year 11 Networking Breakfast - Mrs Ford  Tuesday 17 October - French Trip Information Evening with Mrs Gilbert - 5 to 6.30 pm in the main hall  Wednesday 18 October - 1.30 to 3.30 pm - Developmental Football Festival - Years 5 & 6 at Treviglas Academy |
| Blue Week | 23 October | **Autumn Half Term**  10 am to 5 pm - Cornwall Waste Management Community Event - Main Hall - Miss Seyfert |