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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 01 December 2023** |
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| **This Week’s Treviglas Focus – Kindness** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* Year 10 Speed dating/Entrepreneur event on Monday 27 November
* Mixed Netball for Years 5 & 6 on Wednesday 29 November
* Year 11 French & Spanish Students continental breakfasts on 29 November
* MIP day

1. **Well done to:**

* Lily in Mr Cantellow & Mr Howarth’s Year 8 English class for reading all of the 16 x16 recommended books. Lily has read all 16 books by the tender age of 12! This is an outstanding effort and really shows just how absorbing and exciting these excellent books are. Lily is also a word millionaire and will be receiving a special reward from Mrs Suttle the head of Department. Reading for pleasure really is such a special pastime and so good for the soul.
* We are delighted to announce that our 2022/23 cohort of Arts Award students have passed their Bronze qualification today. 36 students completed the qualification. The visiting moderator celebrated the 'rich, engaging and interesting range of portfolios in art, music and drama'. They commented on our trips to Eden, Hepworth and the Tate, and recognised how they have “clearly had a strong positive impact, expanding horizons and knowledge of the arts. Altogether an excellent second year of delivery” - certificates and arts award badges to follow, Well done to our students!

1. **We look forward to:**

* Year 11 Subject Evening on Monday 4 December.
* 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 contact Mr Colborne.
* Christmas Jumper Day - Thursday 7 December.
* Year 11 Awards and Celebration Evening on 7 December - 6 to 7.30 pm. All staff welcome.
* Nice/Monaco School Trip - Saturday 9 to Tuesday 12 December organised by Mrs Gilbert.
* Year 7 & 8 Christmas Disco - Wednesday 13 December - 4.30-5.45 pm Year 7, then 6-7.15 pm Year 8 - see Miss Dandy for details.
* Wednesday 13 December - Steelers performing at Truro late night shopping.
* Thursday 14 December - UCAS Fayre at Truro College for Year 12s in the morning - see Mrs Handford.
* Thursday 14 December - 6th Form late night shopping trip to Exeter from 1 pm - see Mrs Handford.
* Christmas lunch - Friday 15 December 2023.
* 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.

1. **Please remember the following:**

* Please note that due to the difficulties we have been facing with cover due to sickness levels, it may not be possible to accommodate every 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.
* **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**
* 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. The deadline given by Central Finance for Orders pre Christmas is 1 December 2023.
* 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 04 December 2023** |
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| 3.30 - 7 pm - Year 11 Subject Evening - Main Hall  Leave of Absence -  1 - 3.45 pm Mrs Brain |
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| **Tuesday 05 December 2023** |
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| 8.30 am - Assembly - Year 8 - Mr Wilson  9 - 10 am - Year 11 Networking Breakfast - Mrs Ford  3.30 - 5.30 pm SLT Meeting  Off Timetable -  8.30 am - 12.30 pm - Mrs Drake - Meeting  9 - 10 am - Mrs Ford - Networking Breakfast |
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| **Wednesday 06 December 2023** |
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| 8.30 am - Assembly - Year 10 - Mr Lewis  10 - 11 am - Dani’s Group (SW)  3.30 - 5.30 pm - Years 5 & 6 Indoor Athletics hosted by Newquay Tretherras at Newquay Sports Centre  Off Timetable -  All Day - Mr Cherry - Conference in London  All Day - Mr Orton - Maths Pixl Conference |
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| **Thursday 07 December 2023** |
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| 8.30 am - Assembly - Year 11 - Mrs Vittle  9 am - 3 pm - Year 7 Peter Pan at Hall for Cornwall  All Day - Christmas Jumper Day  6 - 7.30 pm - Year 11 Awards and Celebration Evening  Off Timetable -  All Day - Mr Cherry - School Trip to Hall for Cornwall  All Day - Mr Orton - School Trip to Hall for Cornwall  All Day - Miss Smith - School Trip to Hall for Cornwall  All Day - Mr Scott - School Trip to Hall for Cornwall  All Day - Mrs Gilbert - School Trip to Hall for Cornwall  All Day - Mr Colborne - School Trip to Hall for Cornwall  All Day - Miss Dandy - School Trip to Hall for Cornwall  10 - 10.45 am - Mrs Gough - Training |
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| **Friday 08 December 2023** |
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| 9 am - 3 pm - Year 8 Peter Pan at Hall for Cornwall    Off Timetable -  All Day - Mr Tamlyn - School Trip to Hall for Cornwall  All Day - Mrs Prout - School Trip to Hall for Cornwall  All Day - Mrs Brierley - School Trip to Hall for Cornwall  All Day - Mr Colborne - School Trip to Hall for Cornwall  All Day - Mr Mildenhall - School Trip to Hall for Cornwall  All Day - Mrs S Whitchurch - School Trip to Hall for Cornwall  All Day - Mrs Langford - School Trip to HAll for Cornwall  All Day - Mrs Gough - Visit to Greenshaw Learning Trust  All Day - Mr Rogers - Visit to Yate Academy    Leave of Absence -  All Day - Mrs Franklin  10 am - 2 pm - Mrs Suttle |
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| **Weekend** |
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| Saturday 9 to Tuesday 12 December - Nice/Monaco School Trip |
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| **Week** | **Week Commencing** | **Forthcoming Events – (some may be subject to change)** |
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| Blue Week | 11 December | Saturday 9 - Tuesday 12 December - Nice/Monaco School Trip - Mrs Gilbert  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  Wednesday 13 December - 5.30 - 7.30 pm - Steelers perform in Truro  Thursday 14 December - Chip Day - Canteen  Thursday 14 December - 9.30 am - 12.30 pm - UCAS Fayre at Truro College for Year 12s - Mrs Handford  Thursday 14 December - 1 - 10 pm - 6th Form late night shopping trip to Exeter - Mrs Handford  Thursday 14 December - 3.15 - 4.15 pm - Trust CPD  Friday 15 December - Christmas Lunch |
| Green Week | 18 December | Monday 18 December - 9 - 10 am - Post 16 Charity Day.  Monday 18 December - 7 - 7 pm - Winter Festival - Mr Colborne & Mr Mildenhall  Monday 18 December - 7.30 - 9 pm Rock Mime - Mr Colborne  Tuesday 19 December - last day of term  Tuesday 19 December - 9 - 10 am - Post 16 Charity Day.  Tuesday 19 December - non school uniform day. |
| Green Week | 01 January 24 | Thursday 4 January - First Day of Spring Term |