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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 13 October 2023** |
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| **This Week’s Treviglas Focus – Collective Responsibility, looking after each other at breaktime and the looking after the environment** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* Meet the Tutor Evening - Monday 9 October.
* Year 5 & 6 Activity Sessions, art & history - Tuesday 10 October.
* Year 7 - I love my Job workshop - Mrs Ford - Wednesday 11 October.
* Years 5 & 6 Open Morning - Mrs Gilbert - Wednesday 11 October.
* Cross Country Festival - Wednesday 11 October hosted by Newquay Tretherras and held at Newquay Sports Centre.
* All involved with the school improvement visit by Mr White, external SIP.
* All staff involved in the Trust CPD evening - Thursday 12 October.

1. **Well done to:**

* Toby the pointer for coming into school and assisting with reading in the library, all the students really enjoyed meeting him, and thanks to Mrs Henwood for bringing Toby in.
* One of our Year 9 Students for his prowess not only his own achievement in his surfing competition but also his selfless bravery and kindness in assisting a fellow competitor who got into difficulty.

1. **We look forward to:**

* Mr Bond, Head of Redruth School visiting Treviglas - Monday 16 October.
* Interviews for Art & DT - Tuesday 17 October.
* Developmental Football Festival for year 5 & 6 - Wednesday 18 October.
* Mr Rogers visiting Year 5 & 6 Parents at St Mawgan in Pydar School - Wednesday 18 October.
* Interviews for Finance Administrator - Thursday 19 October.
* Years 5 & 6 Parent Tours - Mrs Gilbert - Thursday 19 October.
* Mr Rogers visiting Year 5 & 6 Parents at Trevisker School - Friday 20 October.
* Careers Focus Week starting on 30 October - see Mrs Ford for details of various activities throughout the week.
* Girls Football Festival - Years 3 & 4 - Wednesday 1 November at Treviglas Academy.
* Post 16 Open Evening - Wednesday 1 November - see Mrs Handford for details.
* Year 7 & 8 Christmas Disco - Wednesday 13 December - 4.30-5.45 pm Year 7 and 6-7.15pm Year 8 - see Miss Dandy for details.
* Rock Mime - Monday 18 December - see Mr Colborne for details.

1. **Please remember the following:**

* The next payroll additional hours and expenses claim form deadline is **Monday 30 October** - immediately after half term. Forms to Sharon Edwards please.
* 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 Amy Stewart 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.
* Staff to please use all learning routines in all lessons, Mr Rogers will discuss further at briefing.

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
* Staff social planned for last Friday of half term - see Mrs Bradshaw or Mr Wells with ideas and suggestions.

**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 16 October 2023** |
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| 3.15 - 4.15 pm - Department Meeting  4.15 pm - Staff Briefing Main Hall  Off timetable -  9am - 12 noon - Mr Rogers - Headteacher Conference  Leave of Absence -  All Day - Mr Spry |
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| **Tuesday 17 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 7 - Mr Wilson  9 - 10 am - Year 11 Networking Breakfast - Mrs Ford  3.15 pm - Senior Leadership Meeting in Leadership Office  5 - 6.30 pm - French Trip Information Evening in Main Hall - Mrs Gilbert  Off Timetable -  8.30-10 am - Mrs Ford - Year 11 Networking Breakfast  2-5 pm - Mr Wells - U16 Basketball Match  8.30-11 am - Mr Orton - Mini Bus Licence Training/medical  8.30-11 am - Mr Johns - Mini Bus Licence Training/medical  9am-2pm - Mr Colborne - participating in Art & DT Interviews  Leave of Absence -  All Day - Mr Spry |
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| **Wednesday 18 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 8 - Miss Dandy  1.30 - 3.30 pm - Developmental Football Festival - Years 5 & 6 - Treviglas Academy  Off Timetable -  All Day - Mrs Bellamy - Training  1-3 pm - Miss Rounsevell - CASH Meeting  11.30am-3pm - Mr Johns - Primary Football Festival  Leave of Absence -  All Day - Mr Spry |
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| **Thursday 19 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 9 Mr Lewis  Leave of Absence -  All Day - Mr Spry |
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| **Friday 20 October 2023** |
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| Last day of this half term    Off Timetable -  All Day - Mr Colborne - RSC Training  All Day - Miss SIbley - Wild Works Theatre Training    Leave of Absence -  All Day - Mr Spry  8.30-10 am - Mrs Gough |
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| **Weekend** |
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| **Week** | **Week Commencing** | **Forthcoming Events – (some may be subject to change)** |
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| Half Term | 23 October | **Autumn Half Term**  Monday 23 October - 10 am to 5 pm - Cornwall Waste Management Community Event - Main Hall - Miss Seyfert |
| Blue Week | 30 October | Monday 30 October - Careers Focus Week - Mrs Ford  Tuesday 31 October - Year 9 Take your Child to Work  Wednesday 1 November - 1.30 to 3.30 pm - Girls Football Festival Years 3 & 4 at Treviglas Academy  Wednesday 1 November - 4 to 7.30 pm - Post 16 Open Evening - Mrs Hanford  Thursday 2 November - 9 am to 3 pm - Careers Fayre - Mrs Ford & Mr Wilson |
| Green Week | 6 November | All week - Year 11 PPEs  Tuesday 7 November - 9 - 10 am - Year 11 Networking Breakfast- Mrs Ford  Wednesday 8 November - 12 - 1 pm - Cross Country Race (2) - Years 4, 5 & 6 - Newquay Tretherras |