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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 05 January 2024** |
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| **This Week’s Treviglas Focus – New Year, Fresh Start** |
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1. **Thank you to all those who have helped with the following at the end of last term:**

* Christmas Lunch
* Winter Festival
* Rock Mime
* Post 16 Charity Days
* Miss Gomes and her tutor group who wrote letters to members of the local community spending the festive period in care facilities.
* The work we have done on communication with staff and parents. There is still work to do on this including messages from the leadership team, and starting from next week’s bulletin going forward there will be a section for messages specifically from the leadership team. Please also note each of the leadership’s main responsibilities as set out below:

Mrs Drake - Teaching and Learning

Mr WIlson - PD and Rewards

Mr Nions - Behaviour

Mrs Rose Penrose - SEND

Mrs Gough - Assessment and Reporting

Mrs Robin Penrose - Attendance.

1. **Well done to:**

* Our previous student Matthew “carpentry apprentice” whose employer, a national construction company, awarded him the prestigious title of Group Apprentice of the Year, beating all other Wain Homes apprentices from across the country.
* Everyone who contributed to raising nearly £800 for the Cornwall Air Ambulance.
* Mr Purcell-Herbert whose last day with us will be 12 January, we wish him well in his future endeavours.

1. **We look forward to:**

* Welcoming our new members of staff, Mr Thornton-Clarke - Art & Design Teacher (THN), and Mr McFadden - Site Supervisor.
* Argyle Community Trust new Saturday morning Football Centre at Treviglas Academy from 9 - 10.30 am from Saturday 6 January 2024.
* Year 9 Options Evening/Careers Fayre Years 10&11 - Thursday 11 January - 5.30-7.30pm - Mr Wilson & Mrs Ford.
* BBC Careers Roadshow - Tuesday 16 January - 9 am - 3.30 pm - Main Hall - Mr Wilson & Mrs Ford
* Chartwells Conscious Cantina Theme Day and Healthy Eating with pop up giveaway samples - Canteen Staff will have the details.
* Woman in Black Theatre Trip - Thursday 25 January - 1-5 pm
* Commencing on Monday 29 January through to Friday 9 February - Year 11 Trial Examinations.
* RSC Romeo & Juliet - 20 & 21 February - Mr Colborne.
* Barcelona Trip - 1 to 4 March - Mrs Gilbert.
* School Production - 11 to 15 March - Mr Colborne.
* Duke of Edinburgh Bronze Training Day - 16 March in school.
* KS5 Trip to Berlin - 15 to 18 March - Mrs Handford.
* School Ski Trip - 29 March to 6 April.
* Humanities London Trip - 10 to 13 May - Mrs Handord & Miss Dandy.
* Duke of Edinburgh Bronze Expedition 0 18 & 19 May.
* Duke of Edinburgh Silver Practice Expedition - 7 to 9 June.
* Duke of Edinburgh Gold Practice Expedition - 14 to 16 June.
* Duke of Edinburgh Gold Expedition - 8 to 11 July 2024.
* Duke of Edinburgh Silver Expedition - 15 to 17 July.
* Duke of Edinburgh Bronze Catchup - 18 & 19 July.
* Eco Week - 8 to 12 July 2024 - organised by Mrs Seyfert.
* Activities week - 15 to 19 July 2024 for years 7 to 9 students, bookings open.

1. **Please remember the following:**

* 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.
* Please note that due to the difficulties with cover due to sickness levels, it may not always be possible to accommodate every leave of 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.
* Always get your Internal Purchase Orders to Finance in a timely manner. Then please wait until you receive an Official Purchase Order Number back from Finance before going ahead and placing your order.
* **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**
* 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**

**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 08 January 2024** |
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| 1 - 3.30 pm - NSN Meeting - all schools - Newquay Tretherras Quay Building  3.15 - 4.15 pm - LT/TTL Meeting  4.15 pm - Staff Briefing Main Hall  5.30 pm - Ski Trip Meeting Main Hall - Mr Nions  Off Timetable -  12.30 - 3.30 pm - Mr Johns - Tretherras Primary Festival Meeting  1 - 6 pm - Mr Wells - Junior NBA year 8 at home |
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| **Tuesday 09 January 2024** |
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| 8.30 - 9 am Year 9 Assembly - Mr Wilson  8 - 11 am - Penair HT Visit  3.30 - 5.30 pm - SLT Meeting  Off Timetable -  2.45 - 3 pm - Miss Brain - SCITT Mentor Training |
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| **Wednesday 10 January 2024** |
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| 8.30 - 9 am - Year 8 Assembly - Miss Dandy  1.30 - 3 pm - Mixed Netball years 5&6 - Treviglas Academy  Off Timetable -  8.30 - 10 am - Mrs Pearn - Trainee Induction |
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| **Thursday 11 January 2024** |
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| 8.30 - 9 am - Year 10 Assembly - Mr Lewis  9.30 am - 3 pm - Year 10&11 Careers Fayre - Main Hall – - Mr WIlson & Mrs Ford  3.15 - 4.15 pm - Trust CPD  Off Timetable -  9.30 am - 3 pm - Mrs Ford - Careers Fayre  1 - 3 pm - Mrs Mildenhall - Brilliant Club Launch |
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| **Friday 12 January 2024** |
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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 | 15 January 24 | Tuesday 16 January - 9 am - 3.30 pm - BBC Careers Roadshow in Main Hall - Mrs Ford & Mr WIlson  Tuesday 16 January 5.30 - 7 pm - Barcelona Trip Meeting - Mrs Gilbert  Wednesday 17 January - Prime Agency to perform live material around mental health and body image - Mr Tamlyn  Wednesday 17 January - 10 - 11 am - Danni’s Group (SW)  Wednesday 17 January - 11.15 am - 1 pm - RDD VIsit - Mr Challis, Mr Toms & Mr Hyde  Wednesday 17 January - 3.30 - 5.30 pm - Indoor Athletics - Years 3&4, hosted by Newquay Tretherras as Newquay Sports Centre |
| Blue Week | 22 January 2024 | Monday 22 January - 3.15 - 5.15 pm - Twilight Inset  Wednesday 24 January - 1.30 - 3.30 pm - Mixed Netball years 5&6 - Treviglas Academy  Wednesday 24 January - Immunisations for Years 9 & 10  Thursday 25 January - 1 - 5 pm - Year 9 Theatre Trip |
| Green Week | 29 January 2024 | All week - Year 11 Trial Examinations  Wednesday 31 January - 10 - 11 am - Danni’s Group  Wednesday 31 January - 3.30 - 5.30 pm - Indoor Athletics, Years 5&6 host Newquay Tretherras at Newquay Sports Centre. |