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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 22 September 2023** |
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| **This Week’s Treviglas Focus – Kindness is doing what you can, where you are, with what you have.** |
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1. Thank you to all those who have helped with the following over this last week or so:

* Mrs Seyfert and her Eco Leaders’ fun reward water bottle challenge.
* All who attended the Twilight Inset on Monday 18 September.
* Mrs Ford’s Year 11 Networking Breakfasts on Tuesdays.
* Years 4, 5 & 6 Cross Country Race held at Newquay Sports Centre on Wednesday 20 September.
* Years 5 & 6 Activity Sessions for science & business organised by Mrs Gilbert.
* Miss Sibley’s Year 9 Bronze Duke of Edinburgh initial briefing that took place on Tuesday 19 September.
* Mr Maule for the planning & delivery of the HPV & Nasal Flu Vaccinations.
* Mrs Pearn for all her hard work in co-ordinating the ECT training and mentoring.
* All involved in the Senior School Improvement Interviews.

1. Well done to:

* Gary for his artistic talent in making the water sponge throwing board.
* The Steelers who opened the Newquay Harbour Festival on 16 September.
* All students on their achievement of 7000 positive points last week.

1. We look forward to:

* The Whipsy Festival this Sunday 24 September from 2 to 10 pm.
* Our Year 5 & 6 Open Evening on Tuesday 26 September at 4.30 to 7.30 pm.
* The Macron Football Festival for years 5 & 6 on Wednesday 27 September 1.30 to 3 pm.
* Work Experience Careers Evening for year 10 on Thursday 28 September at 5.30 to 6.30 pm.
* Treviglas Sunset Session at Lusty Glaze on 4 October at 6 pm - open to all.
* Mrs Hendy the Falmouth Assistant Head visiting Mrs Rose Penrose on Wednesday 27 September.

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.
* Payroll claim forms for additional hours and expenses to Sharon by this coming **Monday 25 September.**
* The deadline for Performance Management booklets is **26 September**. All staff must complete the first section prior to their meeting. Please only use the google doc booklet shared with you, do not make/store a duplicate copy in another location. **Once completed please provide a printed, signed by hand version to Sharon on or before 26 September.**
* 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. Apologies for last week.
* 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 25 September 2023** |
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| 3.15 to 4.30 pm Candidate Presentations in the Main Hall  Off Timetable -  8.30 - 10 am - Bex Drake - Interview Assistance  All Day - James Rogers - Interview Assistance |
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| **Tuesday 26 September 2023** |
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| 8.40 am - Assembly - Main Hall - Year 9 - Mr WIlson  3.15 Senior Leadership Meeting in Leadership Office  4.30 to 7.30 pm - Years 5 & 6 Open Evening - Mrs Gilbert  Off Timetable -  All Day - Mrs Ford - ECT Mentoring  8.30 am to 12.30 pm - Mrs Handford - Sixth Form Heads Meeting |
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| **Wednesday 27 September 2023** |
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| 8.40 am - Assembly - Main Hall - Year 8 - Miss Dandy  1.30 to 3 pm - Macron Football Festival Years 5 & 6 - Treviglas Academy Sports Fields  Off Timetable -  9 am - 12.30 pm - Mrs Gough - Governor Monitoring Role  All Day - Miss Pearn & Miss Brierley - Assisting with Primary Games |
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| **Thursday 28 September 2023** |
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| 8.40 am - Assembly - Main Hall - Year 11 - Mrs Vittle  5.30 to 6.30 pm - Work Experience/Careers Evening - Mr WIlson  Off Timetable -  All Day - Mr Purcell-Herbert & Mr Cantellow - ECT Induction Day  12.30 to 6 pm - Mr Colbourne & Miss Sibley - Theatre Trip |
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| **Friday 29 September 2023** |
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| Off Timetable -  All Day - Mrs Harper - Training  All Day - Mr Rogers - CASH Conference |
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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 | 02 October | Tuesday 3 October - 9 to 10 am - Year 11 Networking Breakfast - Mrs Ford  Wednesday 4 October - 3.30 to 5 pm - Mixed Netball Years 3 & 4 at Newquay Tretherras Netball Courts  Wednesday 4 October - 7 to 9 pm - Treviglas Band Night at Lusty Glaze  Thursday 5 October - 3.15 to 4.15 pm - Tier 2 Safeguarding Training in house with Hannah Tame  Thursday 5 October - 3.35 to 5.45 pm - Years 5 & 6 Activity Sessions for maths & drama - Mrs Gilbert  Thursday 5 October - 6.30 to 7.30 pm - Bronze & Silver Duke of Edinburgh Award presentations |
| 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 |
| Green Week | 16 October | Tuesday 17 October - 9 to 10 am - Year 11 Networking Breakfast - Mrs Ford  Wednesday 18 October - 1.30 to 3.30 pm - Developmental Football Festival - Years 5 & 6 at Treviglas Academy |