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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 6 October 2023** |
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| **This Week’s Treviglas Focus – Kindness is Infectious** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* Alcohol Awareness Sessions for Year 10 with Mr Tamlyn.
* Year 11 Networking Breakfast with Mrs Ford.
* Mixed Netball for years 3 and 4 at the Newquay Tretherras Netball Courts.
* Tier 2 Face to Face Safeguarding Training with Hannah Tame.
* Activity Sessions for years 5 & 6, this time maths and drama.
* Bronze & Silver Duke of Edinburgh Presentations with Miss Sibley, Mr Maule, Mr Dewberry.

1. **Well done to:**

* Mr Mildenhall and his team for setting up all the equipment for the Treviglas Band Night at Lusty Glaze - 133 steps is no mean feat! The night was simply amazing. Thanks to all that turned up to support but especially to Mr Mildenhall, Miss Sibley & Mr Colborne for organising. All the students were awesome and not forgetting a huge thanks to the team at Lusty.
* Our site team for their hard work in preparing the pitches for the afternoon of female sport at Treviglas that took place on 3 October - for going over and above with their meticulous raking of the pitch.

1. **We look forward to:**

* Meet the Tutor Evening on Monday 9 October at 3.30 to 6 pm - organised by Mrs Drake.
* Year 5 & 6 Activity Sessions, art & history on Tuesday 10 October at 3.45 to 5.45 pm - organised by Mrs Gilbert.
* Year 7 - I love my Job workshop at 9am to 12.30 pm - organised by Mrs Ford.
* Years 5 & 6 Open Morning from 9 to 10.30 am - organised by Mrs Gilbert.
* Cross Country Festival on Wednesday 11 October at 1.30 to 3 pm - hosted by Newquay Tretherras and held at Newquay Sports Centre.
* The Year 7 & 8 Christmas Disco is planned for Wednesday 13 December - 3 to 7.30 pm - see Miss Dandy for details.

1. **Please remember the following:**

* All final printed and signed off PM Booklets should by now be with Sharon.
* The next payroll additional hours and expenses claim form deadline is **Monday 30 October** - so immediately after half term. Forms to Sharon please.
* Please remember the Learning Routines - Meet and Greet, 321 Focus, 123 Show Me, and sitting down for dismissal.
* 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.
* 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 09 October 2023** |
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| 3.30 to 6 pm - Meet the Tutor Evening - Mrs Drake  4.15 pm Staff Briefing Main Hall  Leave of Absence -  All Day - Mr Spry |
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| **Tuesday 10 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 11 - Mr Wilson  3.45 to 5.45 pm - Years 5 & 6 Activity Sessions for art & history - Mrs Gilbert  3.15 pm - Senior Leadership Meeting in Leadership Office  Off Timetable -  All Day - Mrs Bellamy - Training  All Day - Mrs Pearn - U15 County Netball Tournament  12.15 - 3 pm - Mrs Handford - Head of Sixth Form Conference  Leave of Absence -  All Day - Mr Spry |
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| **Wednesday 11 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 10 - Mr Lewis  9 to 10.30 am - Years 5 & 6 Open Morning  9 am to 12.30 pm - Year 7, I love my Job Workshop - Mrs Ford  1.30 to 3 pm - Cross Country Festival hosted by Newquay Tretherras at Newquay Sports Centre  Off Timetable -  All Day - Mrs Ford - Training  8.30 - 11 am - Mrs Gilbert - Open Morning  Leave of Absence -  All Day - Mr Spry |
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| **Thursday 12 October 2023** |
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| 8.40 am - Assembly - Main Hall - Year 7 - Miss Dandy  4 to 5 pm - Trust CPD  Off Timetable -  All Day - Mrs Harper - Training  1 - 2 pm - Mr Lewis - Parental Meeting  Leave of Absence -  2 - 4 pm - Mrs Bradshaw  All Day - Mr Spry |
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| **Friday 13 October 2023** |
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| Off Timetable -  8.30 am - 1.30 pm - Miss Quarton - CASH Meeting  All Day - Miss Sibley - RSC Training  All Day - Mr Colborne - RSC Training  All Day - Mr Orton - TTL Meeting    Leave of Absence -  All Day - Mr Spry |
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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 | 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 |
| 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 |