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| **WEEKLY OPERATIONAL BULLETIN**  **Friday 24 November 2023** |
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| **This Week’s Treviglas Focus – Be kind to yourselves and each other** |
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1. **Thank you to all those who have helped with the following over this last week or so:**

* School Improvement Partner Visit
* Parent Forum
* Twilight Inset
* Networking Breakfast
* Year 5 & 6 Swimming Festival at Water World
* Year 10 Mock Interviews
* Year 9/10 Options Evening
* Year 8 Willow Lantern Making Workshop, the lanterns will be paraded at the town’s Christmas lights switch on.
* A taste of France and Spain food tasting sessions for Year 9.
* Adventures in Sound concert at Hall for Cornwall.
* ‘Dannis Diversity’ Group
* All those that have supported our new finance administrator Mrs Dawes in her first week at Treviglas.

1. **Well done to:**

* Everyone who took part in the non uniform day and helped raise £510 for Children in Need.
* Those who have already donated toys to the Mission for Christmas, the collection is growing - for more information about donating please contact Mrs Henwood.

1. **We look forward to:**

* Hosting the next MIP day on Thursday 30 November
* Year 10 Speed dating/Entrepreneur event
* 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
* 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 6-7.15pm Year 8 - see Miss Dandy for details.
* Christmas lunch - Friday 15 December 2023.
* Rock Mime Evening Performance- Monday 18 December - see Mr Colborne for details.
* Activities week - 15 to 19 July 2024 for years 7 to 9 students.

1. **Please remember the following:**

* **Finance Deadline for Orders pre Christmas**

* **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 27 November 2023** |
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| 1 to 3 pm - Year 10 Speed Dating Entrepreneur Event - Mrs Ford  3.15 - 4.15 pm - Department Meeting  4.15 pm - Staff Briefing Main Hall  Off Timetable -  12.30 - 3 pm - Mrs Ford - Entrepreneur speed dating career curriculum  1 - 2pm - Mrs Prout - observation  All Day - Mrs Brierley - Year 11 Sport Exams |
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| **Tuesday 28 November 2023** |
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| 8.30 am - Assembly - Year 7 - Mr Wilson  3.30 - 5.30 pm SLT Meeting  Off Timetable -  12 - 7 pm - Mr Wells - Under 14 National League Match at Exeter  All Day - Mrs Brierley - Year 11 SPort Exams  8.30 am to 12.30 pm - Mrs Drake - meeting at Roseland |
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| **Wednesday 29 November 2023** |
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| 8.30 am - Assembly - Year 8 - Miss Dandy  10 - 11 am - Dannis Group (SW)  1.30 - 3.30 pm - Years 5 & 6 Mixed Netball - Treviglas Academy  Off Timetable -  10 am - 6.30 pm - Mr Wells - under 16 National League Basketball at Paignton  10.30 am - 12.30 pm - Miss Edwards - Training  All Day - Mrs Brierley - Year 11 Sport Exams  Leave of Absence -  All Day - Mrs Ye  All Day - Mr Maule |
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| **Thursday 30 November 2023** |
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| 8.30 am - Assembly - Year 9 - Mr Lewis  Off Timetable -  All Day - Mrs Brierley - Year 11 Sport Exams  Leave of Absence -  All Day - Mrs Harper |
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| **Friday 1 December 2023** |
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| **Finance Deadline for Orders pre Christmas**    Off Timetable -  All Day - Mrs Pearn - under 13 County Netball Tournament  All Day - Mr Rogers - TRIP visit  9 - 10 am - Mrs Prout - observe geography    Leave of Absence -  All Day - Mrs Ye |
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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 | 4 December | Monday 4 December - 3.30 - 7 pm - Year 11 Subject Evening - Main Hall  Tuesday 5 December - 9 - 10 am - Year 11 Networking Breakfast - Mrs Ford  Wednesday 6 December - 10 - 11 am - Dannis Group (SW)  Wednesday 6 December - 3.30 - 5.30 pm - Indoor Athletics Years 5 & 6 hosted by Newquay Tretherras ad Newquay Sports Centre  Thursday 7 December - Christmas Jumper Day.  Thursday 7 December - 9 am to 3 pm - Year 7 Hall for Cornwall trip to see Peter Pan.  Thursday 7 December - 6 - 7.30 pm - Year 11 Awards & Celebration Evening  Friday 8 December - 9 am - 4 pm - Year 8 Hall for Cornwall trip to see Peter Pan.  Saturday 9 - Tuesday 12 December - Nice/Monaco School Trip - Mrs Gilbert |
| Blue Week | 11 December | Saturday 9 - Tuesday 12 December - Nice/Monaco School Trip - Mrs Gilbert  Wednesday 13 December - 10 - 11 am - Dannis Group (SW)  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  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 - 5 - 8 pm Rock Mime - Mr Colborne  Tuesday 19 December - last day of term |