



BULLETIN 1
5 September 2022
Week A



1. Welcome back everyone. I hope you have had a restful and relaxing summer break and are ready and refreshed for the new term ahead.
2. Congratulations to Mrs Cashin who got married over the Summer holidays.
3. Monday is Inset Day 1 and will be closed to students. A programme is included in this bulletin. **All students are expected to be in school on Tuesday 6 September. It is mandatory for all students to attend school on this day.**
4. In preparation for our first fire drill, please can tutors ensure all students are fully aware of procedures, including silence during exit and lining up. Each tutor group should know their position on the tennis courts and should pay particular attention to their number detailed on the 'Tutor Group List' in the start of year packs. Please can tutors prioritise this in their first session.
5. Please remind students to enter and exit through the student entrances only, not through Reception. If there are any items to be collected, or temporary bus passes to be collected, students will still need to go out of student entrance/exit.
6. Please would staff note that:
 - a. **Tuesday's registration will be extended to allow the distribution of new timetables and set expectations for the coming year. Students will commence lessons Period 2 and Year 7 students will have an early lunch – please see details under 'Tuesday';**
 - b. Teaching staff and classroom-based staff should report any absences to Mrs Spiers on 07971 263833. Please make sure if you are absent that you leave a message on the above number as soon as possible or by 7.00am at the latest. Please email cover work to rspiers@theroseland.co.uk and copy to your TTL. Support staff should report their absence to Miss Pye on **01872 530675 Ext 172** as early as possible or email epye@theroseland.co.uk;
 - c. all requests for time off timetable/normal duties need to be made via a yellow form which can be obtained from the staffroom or Mrs Spiers. Leave of Absence requests should be completed on a green form and forwarded to Mr Clarke via Miss Pye. A reminder that routine and non-urgent medical, optician and dental appointments should be made after normal working hours wherever possible;
 - d. items for the weekly bulletin should be forwarded to Mrs Lodwick no later than 12pm on a Wednesday for items the following week;
 - e. sport, PE and music clubs commence next week;
 - f. a reminder that all staff should be in smart, professional dress with appropriate footwear, as per DfE guidance;
 - g. signed copies of the Staff Declaration for Safeguarding and Child Protection be forwarded to Miss Pye no later than Friday 16 September;
 - h. Performance Management Planning and Review meetings should take place for all staff by Friday 30 September with signed copies of paperwork forwarded to Miss Pye.

This Week is Timetable: A

Timings of the day:

Reg	P1a	P1b	P2a	P2b	P3a	P3b	P4a	P4b	P5a	P5b	P6a	P6b
8.45	9.05	9.35	10.05	10.35	11.05 – 11.35	11.35	12.05	12.35	1.05	1.35	2.05	2.35
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9.05	9.35	10.05	10.35	11.05		12.05	12.35	1.05	1.35	2.05	2.35	3.05
					Whole School Break				Years 7, 9 and 11 Break	Years 8 and 10 Break		

This Week's Focus: To be punctual and fully equipped for all lessons

Monday 5 September 2022 (Week A)

Inset Day 1 (School Closed to students)

8.45 – 9.45am with Mr Clarke

- Welcome
- Priorities for the year ahead, School Improvement Plan, Whole School Impact
- Respect / Team Roseland principles
- Introduction to Staff Declaration
- Fire and Lockdown Procedure
- Directed Time

9.45 – 10.05am Personal Development (Mr Ashwin)

10.05 – 10.20am New students update/medical (Mr Campbell)

10.20 – 10.35am Coffee Break

10.35 – 10.55am SEN (Mrs Maule)

(Admin staff may then leave to continue with start of year preparations)

10.55 – 12.15pm Teaching and Learning – focus on WalkThrus and reading (Miss Mason)

12.15 – 12.30pm Year 11 Family Learning Preparation (Tuesday 13 September)

12.30 – 1.15pm Lunch – provided from the Dining Hall

1.15 – 3.05pm Staff to work in departments

Tuesday 6 September 2022 (Week A)

Start of Autumn Term – All students in school

8.45 – 10.05am Extended Registration in Tutor Bases

11.05 – 11.25am Raising Standards Team undertaking school detentions in Room 19

12.35 – 1.05pm Year 7 Early Lunch (Tuesday only)

3.20 – 5.30pm Leadership Team meeting in the Headteacher's office Chair: Mr Clarke

Wednesday 7 September 2022 (Week A)

8.35 – 8.45am Staff Briefing in the Staffroom

8.50 – 9.05am Year 7 and 8 Assembly with the Leadership Team in the Hall

11.05 – 11.25am Raising Standards Team undertaking school detentions in Room 19

Thursday 8 September 2022 (Week A)

8.50 – 9.05am Year 9 and 10 Assembly with the Leadership Team in the Hall

11.05 – 11.25am Raising Standards Team undertaking school detentions in Room 19

Friday 9 September 2022 (Week A)

8.35 – 8.45am Pastoral Briefing in the Staffroom

8.50 – 9.05am Year 11 Assembly with the Leadership Team in the Hall

11.05 – 11.25am Raising Standards Team undertaking school detentions in Room 19

11.00 – 12.00pm Mr Clarke attending online Secondary Trust Headteachers' meeting in the Headteacher's office

1.00 – 2.00pm Wellbeing Team attending online meeting with Probus Surgery in the Wellbeing office

Period 5a Leadership Team, Miss Pye, Mrs Lodwick and Mrs Spiers undertaking Weekly Bulletin meeting in the Headteacher's office

Week	Forthcoming Events	
B	12 September 13 September 15 September 15 September 16 September	Meeting Cycle: TTL & LL Year 11 Family Learning – Google Classroom Years 7, 9 and 10 School Photographs Trust NPQ Afternoon Executive Leadership Team meeting Deadline for Acceptable Use of IT (All staff)
A	19 September 20 September 20 September 22 September 22 September	Meeting Cycle: Teaching Teams Inset Day 2 – School closed to students Open Evening 6.00 – 8.00pm Kernow Health Immunisations Year 10 Work Experience Assembly
B	26 September 26 September 29 September 29 September 30 September	Meeting Cycle: RST & Tutors European Day of Languages Twilight Inset 1 – RSE Training Year 10 Work Experience Evening – Cornwall EBP Deadline - all staff - Performance Management Planning & Review Statements
A	3 – 7 October 3 October 4 October	Year 11 PPE Week Meeting Cycle: Teaching Teams Year 7 Tutor Evening
B	10 October 11 October 12 October 13 October	Meeting Cycle: Staff meeting Leadership & RST meeting MIP Day KS4 Current Grades & all BFLs deadline
A	17 October 19 October 19 October	Meeting Cycle: Moderation and Assessments Cluster Headteachers visit Rewards Trip TBC
N/A	24 – 28 October	October Half Term
B	31 October 2 November 3 November 3 November	Inset Day 3 - School closed to students Year 11 Parents' Evening Executive Leadership Team meeting Year 11 Parents' Evening
A	7 November 9 November	Meeting Cycle: TTL & LL Twilight Inset 2: Quality of Education (Time in Lieu)
B	14-18 November 14 November 15 November 16 November	Anti-Bullying Week Meeting Cycle: Teaching Teams Year 8 Family Learning Executive Leadership Team meeting
A	21 November 22 November	Meeting Cycle: RST & Tutors GCSE Certificates Evening
B	28 November 29 – 30 November 1 December	Meeting Cycle: Teaching Teams Year 11 Trial MFL Speaking Exams MIP Day
A	5 December 7 December 8 December 8 December	Meeting Cycle: Staff External Advisor Visit KS3 ASK & All BFLs Deadline Year 10 Parents' Evening
B	12 December 13 December 14 December 14 December 14 December 15 December 16 December	Meeting Cycle: Moderation and Assessments Rewards Trip TBC Whole School Christmas Dinner Christmas Jumper Day Executive Leadership Team meeting KS4 Current Grades End of Autumn Term – 3.05pm finish
N/A	19 December – 2 January	Christmas Holidays – School Closed
A	3 January	Start of Spring Term (All students in school)
B	9 – 13 January 9 January 11 January	Year 11 Trial Exam Week Meeting Cycle: Teaching Teams Executive Leadership Team meeting
A	16 January 18 January	Meeting Cycle: RST & Tutors Twilight Inset 3