

## \*GUIDELINES FOR WRITING A WEEKLY DUTY REPORT\*

Only to those who may find it helpful.

Please, write your duty report around these areas

1. \*Title\* e.g.

\*WEEK ONE DUTY REPORT FROM MONDAY 6TH - SUNDAY 10TH FEBRUARY, 2023\*

2. \*Introduction\*

As a Godly person, start your report by thanking God/Allah for taking/guiding you through the week.

3. \*Attendance\*

Talk about the pupils' attendance in details and show the daily figures in table form.

Do not forget to capture the teachers' attendance in the week as well.

4. \*Punctuality\*

Talk about the arrival and departure time for both pupils and the teachers. E.g. On Friday, there was great improvement in pupils' arrival but the departure time was not well observed.

Some teachers are still coming late despite being cautioned by the head teacher during the beginning of Term I staff meeting.

Include punctuality for the non-teaching staff.

5. \*Health\*

Write about the health of pupils, teachers and the non-teaching staff throughout the week.

\*NB.\* Harmonise your health information with that of the school nurse.

6. \*Sanitation\*

Write about the general sanitation of the school compound and the classes.

7. \*Meals\*

Write your findings about breakfast and lunch including the serving time and the pupils' turn up for the meals.

Include the state/quality of the meals that were served.

E.g. The meals were well prepared and served on time. However, there were some learners especially the P. 7 girls who always dodged the school food.

8. \*Prayers\*

Write your findings about the prayers as conduct during your week (time, turn up and the cooperation from teachers)

9. \*School property\*

Write your findings about the school property such as furniture, stationery, etc. right from the time you resumed

duty to the time you ended.

E.g. The school property was well kept throughout the week but the P. 3 desks need repair.

#### 10. \*Academics\*

Write about how the academic activities such as homework, lessons, exams, debates, quizzes etc. were conducted during your week.

#### 11. \*Events\*

This covers events that were held by the school/classes during your week such as meetings and other school functions.

E.g. During my week, the school held a Parents' Meeting which ended successfully.

#### 12. \*Achievements\*

Give your achievements or the positive changes/ innovations you registered throughout the week.

E.g -homework checking was done at the gate.

- vernacular speaking reduced.
- children's smartness improved.
- meals were served on time.
- introduction of hand washing and masks to prevent the spread of Covid-19.

#### 13. \*Challenges\*

Write the challenges you encountered to help the next teachers on duty deal with them for the smooth running of the school.

#### 14. \*Recommendations/Way forward\*

Write what you think should be done to address the challenges you encountered and other innovations that can bring positive changes in the school.

#### 15. \*Conclusion\*

Conclude your duty report a note of thanks to various individuals, departments or officials etc. who helped you carry out your duties smoothly.

Finally, write the teachers who worked with you and the signatures.

**\*NB.\*** Report formats vary from one school to Another. Some schools need report on a daily basis.

Thanks