**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 6 | Starting: 28/05/2018 | Ending: 01/06/2018 |
| **ENROLLMENTS** | | |
| New Enrollments: | Nil | |
| **PURCHASES** | | |
| Forms Purchased | Nil | |
| Uniforms Purchased | Nil | |
| Sportswear Purchased | Nil | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Mercy Benson | G2 | All through | Surgery | | 2 | Eneojo Shaibu | G1 | All through | Travelled | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| We received visitors from the ministry who were inspecting private schools observing children's day holiday on Monday without government's approval.  Officials from the ministry of health returned our water analysis report and fumigation certificate.  We also received members from the ministry of education who came to serve of notice of their final inspection for the session. The inspection comes up on the 20th of June, 2016.  The computer teacher commenced teaching.  Commencement of mid -term exams  Parcel sent by the director was received  Newsletters from the director were given out to the parents  Staff meeting was held. | | |
| **TASKS** | | |
| Completed | 1. Hiring of Agbani Darego hall for the 40th anniversary / Graduation and prize giving 2. Completion of the bq renovation 3. Midterm exams in progress | |
| Planned for Next Week | 1. Submission of reports by the "Books and learning resources committee 2. Fee drive 3. Completion of mid-term exams 4. Mid-term break | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Some teachers complained that the usual excursion token for the term has not been given to them.  The school power was disconnected since the previous week.  Leaking roof in Grade 5 classroom. | | |