**HEADTEACHER WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 01 | Starting: 10/09/2018 | Ending: 14/09/2018 |
| **ENROLLMENTS** | | |
| New Enrollments: | 17 pupils | |
| **PURCHASES** | | |
| Forms Purchased | 26. | |
| Uniforms Purchased | Nil | |
| Sportswear Purchased | Nil | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 | Gift Peter | 13&14 | Ill health | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| 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 | 18 | Prospective parents | One on one | 10th through 14th | Every necessary information. | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| It was the beginning of a new session/term. Most of the pupils were welcomed back from their long vacation.  Pupils were promoted to their new classes.  Alot of enquiries came in and most of them enrolled.  About 10 forms were picked up for enrollment into various nursery and primary classes next week.  80 percent of books were issued to pupils who made payment while 6 parents wrote an undertaking for their children to be given books.  Salary for the month of July was paid  A teacher in person of Merrilyn also tendered her resignation  Staff monthly fasting and prayer was observed today and we also had our staff meeting. | | |
| **TASKS** | | |
| Completed | 1. Purchase of new printer and fixing of the scanner 2. Purchase of borehole machine | |
| Planned for Next Week | 1. Issuing of the remaining school uniforms to pupils. 2. Fixing of the borehole 3. Hosting our PAP( parents as partners) day. 4. Completion of the painting 5. Follow up on the Corp members 6. Make enquiries about ongoing school competitions in Rivers State. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Provision of toys and learning resources for the nursery classes. | | |