**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 02 | Starting: 17/09/2018 | Ending: 21/09/2018 |
| **ENROLLMENTS** | | |
| New Enrollments: | 5 pupils | |
| **PURCHASES** | | |
| Forms Purchased | 8 | |
| Uniforms Purchased | 2 | |
| Sportswear Purchased | Nil | |
|  |  | |
| **ATTENDANCE** | | |
| Authorizd Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 | Ebiere | 18 | To attend to her ill niece. | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Nwagu Chioma | Pres-school |  |  | | 2 | Nwagu Matilda | Pre-school |  |  | | |
| 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 |  | Prospective parents | One on one |  | Every necessary information. | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Enrollments of pupils.  Registeration of pupils/students online.  Sharing of pupils into various groups for the career day.  Installation of the submersible water pump.  Parents as partners day.  Employment of a computer teacher. | | |
| **TASKS** | | |
| Completed | 1. Installation of borehole machine. 2. Successful execution of parents as partners Day. 3. Employment of new computer | |
| Planned for Next Week | 1. Issuing of the remaining school uniforms to pupils. 2. Sending out letters to resource persons for the Career Week. 3. Check up the NYSC Zonal Co ordinator 4. Hold our first inter-class quiz competition | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Provision of toys and learning resources for the nursery classes. | | |