**PRINICIPAL'S WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 7 | Starting: 22 /10/2018 | Ending: 25/10/2018 |
| **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 |  |  |  |  | | 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 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| PTA Meeting  Preparation for literacy expression day  First term Mid-term examination | | |
| **TASKS** | | |
| Completed | 1. Teachers have submitted lesson notes as instructed.  2. Lesson plan on Python programming submitted to Director as requested  3. First term mid term examinations  4. Volume 1 News letter for Junior Secondary | |
| Planned for Next Week | 1. Literacy expression day  2. Submission of students continuous assessments record books for supervision  3. Supervision of students note books (checking if they were marked).  4. Effective teaching and learning | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| To include secondary in our school fees invoice  Plans for remuneration of secondary teachers | | |