**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 11 | Starting: 02/07/2018 | Ending: 06/07/2018 |
| **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 | Nil |  |  | | 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 | Admission | Mr Boma Godson  Mrs Ilode Elizabeth | One on one ( | 2nd July  3rd July | Procedures for admission, uniqueness of school and Bill. | | 2 | Admission | Mr Awaji-mam. |  | 4th July | Same as above | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Revision of all that has been taught during the term  Completion of typing by teachers.  Rehearsals on activities for the End of session /Graduation ceremony.  Staff meeting.  The computer teacher vacated the school accommodation to his place of primary assignment. | | |
| **TASKS** | | |
| Completed | 1. Typing of the exam questions. 2. Photocopying of exams questions | |
| Planned for Next Week | 1. Successfully conduct and complete the 3rd term exams 2. Perfect all activities for the end of session ceremony 3. Buy gift items for pupils 4. Give advance payments for services that will be rendered during the end of session ceremony 5. Source for academic gowns for Grade 5 class | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| The staff are still expecting their excursion tokens. The names of the staff involved are:  James Ukofia  Raphael Digbani  Ndidi Asonta  Otokini Ibama  Vivian Awokumaka  Ngozi Uzodimma  Doreen Erefa  Ebiere Apeli  Joy Ononiwu  Blessing Dickson  Gift Peter  Eno-Obong Akpan  Angela Adi-James | | |