**HEAD TEACHER’S WEEKLY REPORT**

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| Week No:5 | Starting: 08/10/2018 | Ending: 12/10/2018 |
| **ENROLLMENTS** | | |
| New Enrollments: | 1 | |
| **PURCHASES** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Deinma Ibiye | Pre-School | All through | Ill health | | 2 | Tubonimi Raymond | N | 09/10 |  | | |
| 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 | Text Books not given to pupils to take home | Mrs Kalio | verbal |  | Told her that text books can only be given when they have an assignment to do with them | | 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 | Pleasant Music Tutors | To come in to teach both pupils and students music twice in a week and they will be paid 35 thousand naira every month they teach | 10/10 | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Rehearsals for literacy Expression Day  First management meeting for the term.  Submission of mid term exams questions by all teachers  Fixing of the ICT Lab  Observation of NAPPS day | | |
| **TASKS** | | |
| Completed | 1. Vetting of all mid term exams questions 2. Issuing of October news letter | |
| Planned for Next Week | 1. Carry out the literacy Epression Day  2. Begin the mid term exams  3. Revisit the NYSC zonal co ordinator to find out why the requested corp memebers have not been sent to our school. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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