**HEAD TEACHER’S WEEKLY REPORT**

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| --- | --- | --- |
| Week No:6 | Starting: 15/10/2018 | Ending: 19/10/2018 |
| **ENROLLMENTS** | | |
| New Enrollments: |  | |
| **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 | Nimi Brown | Nur 1 | 17/10 | Went for a program | | 2 | Boma Brown | Grade 3 | 17/10 | Went for a program | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Paddy Kelvin | Nur 2 | 17&18 | Travelled | | 2 |  |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  | l |  |  | | 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 | Top Faith School | To help them advertise their school to our pupils and take 10% of every sales made | 18/ 10 | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Management weekly meeting  Visit to NYSC secretariat on follow up for the requested corp members  Issue of PE kits to pupils and students  Commencement of mid-term exams  Literacy expression day. | | |
| **TASKS** | | |
| Completed | 1. Issuing of PE kits. 2. Literacy expression day 3. Payment of light bills 4. Application for the installment of prepaid meter | |
| Planned for Next Week | 1.completion of mid-term exams  2. Revisit the NYSC secretariat  3. Issue pullover. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Visit to the school by members of NAPPS taskforce and confiscating our 3 POS machines because we are not up to date with our dues. | | |