**PRINCIPAL’S WEEKLY REPORT**

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| --- | --- | --- |
| Week No:6 | Starting: 15/10/2018 | Ending: 19/10/2018 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: |  | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE NIL** | | |
| 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 |  |  | 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 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Visiting the Red cross society for approval of application letter for field trip  Typing/photocopying of mid-term examination questions  Commencement of mid-term exams  Preparation for literacy expression day. | | |
| **TASKS** | | |
| Completed | 1. Field trip to the Red cross society aproved 2. Teachers had been informed to submit lesson note a week ahead 3. Commencement of mid-term exams 4. Introduction of python programming and an assignment also given to JSS2 students on the topic. | |
| Planned for Next Week | 1. continuation of Mid-term Examination  2. Literacy expression day preparation  3. Press club to produce a news letter for secondary | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| To include secondary in our school fees invoice  Plans for remuneration of secondary teachers. | | |