**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 12 | Starting: 09/07/ 2018 | Ending: 13/07/2018 |
| **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 |  |  |  |  | | 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 | Entry into Nursery class | Mrs Daka | One on one | 12/07 | Enrollmen procedures and the uniqueness of the school. | | 2 | Entry into Pre-school class | Mrs Josiah | One on one | 13/07 | Enrollment procedures and why choose Springfield schools | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 | Nil | To supply tiger nuts drinks for pupils during the end of session ceremony. | 13/07 | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Examinations week  Rehearsals for the graduation ceremony  Setting up the school management system for result entry  Management meeting held on the 9th  Salaries were paid to staff except the management staff | | |
| **TASKS** | | |
| Completed | 1. Third term examinations 2. Setting up of the school management system for computing of results 3. Deposit for hiring of gowns, PA system and video coverage | |
| Planned for Next Week | 1. Complete plans on the end of session/ graduation ceremony. 2. Carry out the graduation ceremony 3. Compile results for the third term examinations 4. Issue out results to parents 5. Have a closing meeting with the members of staff 6. Close for the session | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Remaining funds for the end of session / graduation ceremony  Data for results entry.  Based on the promise made to teachers concerning the levy drive, Ebiere had the highest paid pupils with 100% of her pupils paying up so she will be given a reward of 5000 as agreed.  Miss Joy came second with 90% of her pupils paying up. A reward of 3000 is due her as agreed.  The third position will be determined by Monday.  The staff also appealed in our last meeting that even though they don't come out the first 3 positions that compensation be given them for their efforts. I therefore suggest that if OK by you a token of 1000 Naira be given to the remaining teachers.. | | |