**HEADTEACHER WEEKLY REPORT**

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| Week No: 8 | Starting: 3/10/2018 | Ending: 2/11/2018 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: |  | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 | Apeli Ebiere | 2/11 |  | | 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 | Throwing of stones at the gate and into the school compound by area boys | Security men | verbal | 30/11 | Reported the threat to the director then visited the Ama chairman to complain to him | | 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** | | |
| Resumption from Mid Term Break  Fees drive  Fixing of all the security lights  Set up the ICT lab  Paid for Billboard permit.  Received inspection notification letter from ministry of education  Issued out nursery pullover  Gave out uniforms to the pupils/students owed uniforms.  Visited the NYSC zonal coordinator.  Vetting of nursery section first term exams.  Preparations for the Career Week  Advertisement for the position of cashier | | |
| **TASKS** | | |
| Completed | Fixing of all the security lights  Setting up the ICT lab  .visit to the NYSC zonal coordinator  Issue of November Newsletter.  Vetting of nursery section exams questions | |
| Planned for Next Week | Preparations for the career week  Vetting of Primary section exam questions  Receiving of corp members  Hosting of inspectors from the Ministry of Education  Follow up on parents who promised to pay up fees next week | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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