**HEADTEACHER’S WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 9 | Starting: 05/11/2018 | Ending: 09/11/2018 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: |  | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 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 | Pawpaw tree that has grown up to the high tension cables behind the Grade1 class | An occupant at the waterfront | verbal | 7/11 | Tree was cut down | | 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** | | |
| Preparations for the career day  Reminders issued to debtors  Invitations sent to applicants for interview  Conducted interviews  2nd visit of NAPPS task force  Routine inspection by ministry of education  Upgrade of the FCMB POS.  Meeting with the minders alone to re-emphasize their duties  Called parents who promised to make payments for their children’s fees this week. | | |
| **TASKS** | | |
| Completed | Sending out invitations to our career day resource persons  Issued remaining secondary school pullover  Called the power distribution company to remind them of the prepaid meter we applied for and they promised to come and install it next week.  Hosted supervisors from the ministry of education. | |
| Planned for Next Week | Career week  Visit Mr George of ministry of works to remind him of the slabs he promised to give to us.  Servicing of the school generator.  Fee drive | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
|  | | |