**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 11 | Starting: 19/11/2018 | Ending: 23/11/2018 |
| **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 | Matilda Nwagu | preschool | All through | Ill health | | 2 | Micheal Nwagu | preschool | All through | Ill health | | |
| 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 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 | CEDAR TECHNOLOGY | For the installation of intergrated school management solution which you do one time payment of 300000 without having to renew subscription. | 21/11 | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| National holiday  Management Meeting  Fee drive  Vetting of exams questions  Printing of the school signpost  Visited the NYSC LGI.  Rehearsals for the end of year party | | |
| **TASKS** | | |
| Completed | Vetting of exams questions.  Successfully installed the python program and have it running in all the terminals  Supervision of teachers to ensure that the scheme of work is complete.  Press release by the Press Club on the just concluded Career Week. | |
| Planned for Next Week | Complete typing of exams questions, print and send for photocopying.  Mounting of the signpost.  Enforce payment for End of year party fee.  To contact the new NYSC LGI  Continue advert for a cashier  Draw up a budget for the party and source for gifts. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Balance of payment for pullovers and payment to publishers. | | |