**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 12 | Starting: 26/11/2018 | Ending: 30/11/2018 |
| **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 | Precious Ibifiri | G1 | 26 & 27 | Ill health | | 2 | Oweizite Miracle | Preschool | 27& 28 | Travelled | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Odeyh Princess | Nur 2 | 26/11 | Not given | | 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 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Printing and photocopying of exams questions  Visit of the Rivers State Internal Revenue  Visited the NYSC LGI.  Rehearsals for the end of year party.  Sent reminders to debtors.  Issued out Newsletter. | | |
| **TASKS** | | |
| Completed | Printing of all exams questions and forwarded for photocopying. | |
| Planned for Next Week | Start and finish the first term examinations.  Mounting of the signpost.  Enforce payment for End of year party fee  Continue advert for a cashier. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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