**PRINCIPAL’S WEEKLY REPORT**

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| --- | --- | --- |
| Week: 10 | Starting: 12/11/2018 | Ending: 16/11/2018 |
| **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 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Evon Austin | JSS1 | 12/11/2018 | Sick | | 2 |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Prudence Loveday | JSS1 | I3/11/2018 | Sick | | 2 | Izuchukwu Egemonu | JSS2 | 12/11/2018 | He had a cut on the leg. | | |
| **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** | | |
| Preparation for intra Mathematics/Science quiz  Effective teaching and learning ICT Practical ( JSS1 & JSS 2 : Designing a newsletter/ newspaper using Microsoft word | | |
| **TASKS** | | |
| Completed | Submission of first term examination questions for vetting.  Visit to the Ministry of Education for approval of Secondary. Registration is done online through their website (http:rivermis.riversstategov.ng ) | |
| Planned for Next Week | Typing of first term examination questions  2nd Continuous Assessment Test  Preparation for intra Mathematics/Science Quiz  Field Trip | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Reminder of Secondary teachers Remuneration for teaching JSS1  ICT Practical : Designing of a newsletter/ newspaper. This was because python programming was not running on the terminal. | | |