**PRINCIPAL’S WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week :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 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Clinton Harry | JSS1 | 21/11/2018, 22/11/2018, 23//11/2018 | School fees | | 2  3 | Ebiwari Preye  Goodwiill Eneyo | JSSI  Jss1 | The same  23/11/2018 | School fees  Travelled the village | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | |  |  |  |  |  | |  |  |  |  |  | | |
| **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** | | |
| Effective teaching and learning ICT Practical ( JSS1 & JSS 2 : python programming)  Fieldtrip  2ND Continuous Assessment Test | | |
| **TASKS** | | |
| Completed | 2nd Continuous Assessment Test  Fieldtrip  Python programming (practical) | |
| Planned for Next Week | Typing of first term examination questions  Intra Mathematics/Science Quiz | |
| **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. | | |