**PRINCIPAL’S WEEKLY REPORT**

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| --- | --- | --- |
| Week :4 | Starting: 28/1/2019 | Ending: 1/2/2019 |
| **ENROLLMENTS 1** | | |
| New Enrollments: | JSS1 | |
| **PURCHASES** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Oriton Fenibo | JSS2 | 1/2/2019 | Travelled | | 2  3 |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Favour James | JSS1 | 31/1/2019 |  | |  |  |  |  |  | | |
| **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** | | |
| Registration of pupils and students for spelling Bee competition.  Inspection (supervisors from Ministry of Education).  Visited Federal High Court for confirmation of students’ field trip.  ICT Practical: JSS1 Python Programming JSS2 Graphic design  Club activities (Book Club)  Marked registers and dairies  1st Continuous Assessment Test  Effective teaching and learning | | |
|  | | |
| Completed |  | |
| Planned for Next Week | Typing of second term mid-term examination.  Revisit Federal High Court for students field trip Preparation for spelling Bee competition | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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