**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 1 | Starting: 07/01/2019 | Ending: 11/01/2019 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: | 4 | |
| **PURCHASES NIL** | | |
| Forms Purchased | 4 | |
| Uniforms Purchased | 2 | |
| Sportswear Purchased | nil | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 | nil |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | nil |  |  |  | | 2 |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 | nil |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | 7 pupils who are yet to resume | Nursery and primary classes | 07-11 | Still enjoying the holidays | | 2 |  |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  | l |  |  | | 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** | | |
| Resumption of pupils from the Christmas holidays  Admission of new intakes  Notification of a property available for sale at Capt Amangala street  Staff meeting to discuss the Calendar of the term and also study the book Think Big by Ben Carson and to write a thesis on it within the duration of 6 weeks  Notification of uarterly visit by Ministry of health.  Notification of inspection by ministry of Environment  Minder interview to replace Gift.  Sharing of staff members into their various cultural group  Training of the new admin assistant by the former cashier | | |
| **TASKS** | | |
| Completed | 1. Admission of new Intakes into their various classes and issuing them of their books and uniforms 2. Staff Meeting 3. Update of students and pupils on the school manager 4. Minder interview successfully conducted 5. Training of the new admin assistant by the former cashier | |
| Planned for Next Week | 1. Staff goals for the term 2. Headteacher goals and calendar for the term. 3. Visit to the NYSC secretariat | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Servicing of the school bus.  Settlement of taxes  Payment of owed book vendors. | | |