**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 2 | Starting: 14/01/2019 | Ending: 18/01/2019 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: | Nil | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| 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 | Lawrence perebo Onengiye | Nur1 | 15 | Visited the hospital for a check up | | 2 | Favour Green | Nur1 | 18 | For medical examination | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 | nil |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  | 07-11 |  | | 2 |  |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 | Their children were asked to represent other tribes rather than theirs in the cultural day | Some of the parents | Verbal/Phone call | 15th, 16the and 17th | Explained to them that the essence is to educate the pupils on the 6 geopolitical zones. | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 | Admissions into Nur1 and Primary1 | Mrs Enei | Verbal | 15 | Admission requirements and the uniqueness of the school | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Resumed full academic activities  All the pupils absent last week resumed  Field trip to Isaac Boro Park to witness the armed forces remembrance day.  Paid the balances owed suppliers  Mounted the sign post  Issued newsletters to pupils  Shared the staff and pupils into various geo-political zones | | |
| **TASKS** | | |
| Completed | 1. Mounting of the school billboard  2.Issue of school term calendar and newsletter to parents | |
| Planned for Next Week | Host the ministry of health inspectors  Host ministry of environment inspectors.  Compile the collective staff goals and forward to the director.  Start rehearsals and practicals in preparation for Art exhibition /cultural day | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Payment of taxes  Payment of electricity bills  Restocking our First Aid box in preparation of Ministry of Health visit next week | | |