**HEADTEACHER WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 3 | Starting: 21/01/2019 | Ending:25/01/2019 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: | 3 | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased | nil | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 | Monica Fiyananabor | 25 | Attending a sister's wedding | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| 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 | The children's handwriting not improving | Mrs Abdulkadir | Verbal | 24 | Assured her that the school have also noticed it and have gone ahead to take measures that will improve the pupils handwriting. | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 | Admission into Nur2 and Pre-School class | Mrs Pollyn | Verbal | 21 | Admission procedure, entry requirements and uniqueness of Springfield school | | 2 | Admission into Pre-school class | Mrs Ugwuadu | Verbal | 22 | Same as above | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 | Rainbow Book Club | To equip the school library with furniture and books | 22 | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Payment of director's task.  Hosting of inspectors from mnistry of health  Rehearsals for the cultural/art exhibition day  Set up the cultural/art exhibition committee ( Nathan, Monica, Joy and Doreen)  Issued a query to Ebiere.  Held staff meeting  Received inspection notice from the ministry of education  Conducted teachers interview.  Hosted inspectors from ministry of environment  Held our Friday staff meeting.  Letter of disciplinary action for violation of school policy issued to Ebiere.  Miss Florence to be called to stand in for Ebiere for the period of one week. | | |
| **TASKS** | | |
| Completed | Continued rehearsals for cultural/art ehibition  Hosted inspectors from ministry of health  Payment of tax  Hosting of inspectors from ministry of Health. | |
| Planned for Next Week | Continue rehearsals for cultural/art exhibition  Host inspectors from the ministry of health  File our annual returns | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Replace the stolen Pre-school Television set.  Renovating the former basic six classroom so as to convert it to a library.  Servicing of the school bus.  James demands additional 1000 to the 6000 been given to him for fueling the school bus due to the extended distance he now covers. | | |