**HEADTEACHER WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 4 | Starting: 28/01/2019 | Ending:01/01/2019 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: | 4 | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased | nil | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 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 |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 | Entry into Preschool | Mr Gladday | Verbal | 29 | Admission procedure, entry requirements and uniqueness of Springfield school | | 2 |  |  |  |  | Same as above | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 | Teadrops Computers | To supply not less than 3 computers to the school at the rate of 43000 each and payment be made on 3 instalments | 30th | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Settled our PAYE for the year 2018  Hosted supervisors from the ministry of health.  Mrs Kalango visited the school and went round the classes to encourage the pupils and students to study hard.  Comenced the filing of our annual returns | | |
| **TASKS** | | |
| Completed | Servicing of the school bus  Repair of broken toilet facilities  Submitted the registration forms for our spelling bee competitions  Payment of PAYE  Hosting of inspectors from ministry of Education  Sit up letters issued to defaulters | |
| Planned for Next Week | Continue rehearsals for cultural/art exhibition  Typing and photocopying of exams questions  File our annual returns | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Replace the stolen Pre-school Television set. | | |