**HEADTEACHER WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 5 | Starting: 103/01/2019 | Ending:01/01/2019 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: | 2 | |
| **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 | | Mrs Belema Ereh | Verbal | | 3rd | Admission procedure, entry requirements and uniqueness of Springfield school | | 2 | Entry into Grade 2 | | Mrs Pepple | Verbal | | 3rd | Same as above | | 3 | Entry into G2, G1 and Nur1 | Mr Godwin | | verbal | 5th | | Additional information of discount for parents with 3 children and above. | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 | Gladys Ventures | Supply of furniture and play equipment | 7th | | 2 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | 3 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
|  | | |
| **TASKS** | | |
| Completed | Typing of examinations questions  Photocopying of examination question  Budget for the Cultural/Art Exhibition | |
| Planned for Next Week | Continue rehearsals for cultural/art exhibition day  Mid-term examinations  PTA meeting  Mid-term Break.  Fee Drive.  Fixing of burglary proof for preschool class. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Bookwise Konsult called again concerning his money.  The school bus sits and body in a bad shape. | | |