**HEADTEACHER WEEKLY REPORTS**

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| --- | --- | --- |
| Week No: 6 | Starting: 11/02/2019 | Ending:15/02/2019 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: |  | |
| **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 |  | |  |  | |  |  | | 2 |  | |  |  | |  |  | | 3 |  |  | |  |  | |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  | 7th | | 2 |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | 3 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Conducting of mid-term exams  Held PTA meeting  Issued mid-term news letter  Could not pick up children on Wednesday morning due to the fact that the school bus developed a fault.  Got the television for pre-school class.  Fixed burglary proof for preschool class.  Started our mid-term break  Paid Bookwise Konsult 50% of books supplied. | | |
| **TASKS** | | |
| Completed | Conducting of mid-term exams  Held PTA meeting  Issued mid-term news letter  Got the television for pre-school class.  Fixed burglary proof for preschool class | |
| Planned for Next Week | Resumption from mid-term break  Normal curricular and extra-curricular activities  Continue rehearsals for cultural/art exhibition day  Collection of our bus stickers  Fee Drive. | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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