**PRINCIPAL’S WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 5 | Starting: 4 /2/2019 | Ending: 8/2/2019 |
| **ENROLLMENTS** | | |
| New Enrollments: |  | |
| **PURCHASES** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | James Hilder | JSS 1 | 6/2/2019  7/2/2019 | Sick | |  |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2  3 |  |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  | l |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | |  |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| * Visited the Federal High Court (The deputy chief registrar said the judge is on recess). * Typing and writing of second term mid-term examination * Lesson notes, registers and dairies marked * Attendance was taken daily * Club activities (Book Club) * Students Note inspection | | |
| **TASKS** | | |
| Completed |  | |
| Planned for Next Week | Second term mid –term examination  Preparation for Cultural/ Arts exhibition day  To visit Federal fire service for Students field trip (plan B)  Mid-term break /PTA Meeting | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Reminder: please sir we need more desktop. | | |