**PRINICIPAL'S WEEKLY REPORT**

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| --- | --- | --- |
| Week No:6 | Starting:11/2/2019 | Ending: 14/2/2019 |
| **ENROLLMENTS** | | |
| New Enrollments: | Nil | |
| **PURCHASES** | | |
| Forms Purchased | Nil | |
| Uniforms Purchased | Nil | |
| Sportswear Purchased | Nil | |
|  |  | |
| **ATTENDANCE** | | |
| 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 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 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 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Second term Mid term examination  Submission of application letter for students field trip to Fire service port Harcourt  PTA meeting  Mid term break ( Friday15th&Monday 18th February 2019). | | |
| **TASKS** | | |
| Completed | Students to participate in inter competitions  Second term mid term examinations | |
| Planned for Next Week | Preparation for second stage of story writing competition  Preparation for spelling bee and cultural/ Arts exhibition day | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Remindér: To include secondary in our school fees invoice  PTA Meeting : Major Complaint from parents  \*provision of more classrooms for students especially JSS3. | | |