**PRINCIPAL WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 8 | Starting:12/6/2018 | Ending: 14/6/2018 |
| **ENROLLMENTS : Nil** | | |
| New Enrollments: |  | |
| **PURCHASES : Nil** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff: Nil   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Ayomide Williams | JSS1 | 12/6/2018 14/6/2018 | Sick | | 2 |  |  |  |  | |  |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| **ISSUES/COMPLAINTS : Nil** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES : Nil** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| 1. Open Day  2. Effective teaching and learning  3 . Saviour kubor marked his 10th year birthday | | |
| **TASKS** | | |
| Completed a a | 1. Addition of library time on time table   2. cheked all the materials bought from the ministry by Mrs Adi\_james  3. I did a check on the students desk  4 lesson npte , dairy and register marked | |
| Planned for Next | 1. Organize mathematics quiz   2 Go for excursion (20/6/2018)  3 Supervise students record book  4 Ensure teachers use learning resources to teach | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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