**PRINCIPAL WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 9 | Starting: 18/6/2018 | Ending:22/6/2018 |
| **ENROLLMENTS Nil** | | |
| New Enrollments: |  | |
| **PURCHASES Nil** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **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 |  |  |  | | 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) Excursion at National Museum  Students were taught and shown alot of ancient arts tradition and their significance such as Queen ldia of Benin , Dufuna canoe, Esie etc. The students loved the teachings but I was not allowed to take photographs. (2) Effecting Teaching and learning (3) preparation for literacy day(4) A member of press club had a brief talk with the students | | |
| **TASKS** | | |
| Completed | 1. Excursion 2. list of textbooks for Jss 1 $ 2 3. Lesson note, dairy and registered marked | |
| Planned for Next Week | 1. Send an sms to remind parents of common entrance 2. Literacy day | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| ICT not complete for teachers to use | | |