**PRINCIPAL WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 6 | Starting:4 / 6 / 18 | Ending: 8/6/18 |
| **ENROLLMENTS:Nil** | | |
| New Enrollments: |  | |
| **PURCHASES:Nil** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE: Nil** | | |
| Authorized Absences | Staff: Nil   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils: Nil   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| Unauthorized Absences | Staff: Nil   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils: Nil   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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:** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 | JSS2 | Mr Amakiri |  | 4/6/2018 | Admission form was given to him and I also told him the entrance exam | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| 1letter of sensitization from RiversState union of secondary schools media (press) ciub affiliated to NUJ.  2. MID TERM BREAK FRIDAY AND MONDAY | | |
| **TASKS** | | |
| Completed | 1. Mid term test 2. Marking of lesson notes, register and dairy | |
| Planned for Next Week | Nationalstandard scheme of work for JSS 1/2  1. Develop a job description for secondary school teachers 2. Create library time in time table 3. Supervise students record /notes books 4. Effective teaching and learning 5. Open day | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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