**PRINCIPAL’S WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 3 | Starting: 21/1/2019 | Ending: 25/1/2019 |
| **ENROLLMENTS** | | |
| New Enrollments: | Nil | |
| **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 Susan | JSS 1 | 25/1/2019 | Sick | |  |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Izuchukwu Emmanuel | Jss 2 | 23/1/2019 |  | | 2  3 |  |  |  |  | | |
| **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 |  |  |  | |  |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| * Submission of readdress application letter to Ministry of Sports and Federal High Court for students’ field trip. * Visited Ministry of Education for detailed information on Secondary School approval * Effective teaching and learning * Assignments were administered to students * Marked Lesson notes, registers and dairies * Attendance was taken daily * Club activities * Students awareness of school goals | | |
| **TASKS** | | |
| Completed | Submission of goals for second term | |
| Planned for Next Week | * Submission of mid –term examination questions * Submission of personal goals by students. * Students Note inspection | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| Sir we need more terminal for effective and efficient practical lesson | | |