

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.co.uk
Web www.indochinese.co.uk

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2011

REGISTERED CHARITY No 1064620

REGISTERED COMPANY No 2701526

THURSDAY



A46 *A9B1OUN0* 02/06/2011 66
COMPANIES HOUSE

Finance Supported by London Borough of Lewisham
Registered Under The Charities Act 1993 No 1064620

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

Company Information

TRUSTEES

| | |
|-------------------------|---------------------|
| Director and Chair | Mr Say Fu Sam |
| Director and Vice Chair | Mr Yok Wah Tai |
| Secretary | Mrs Moi Song Ho |
| Director and Treasurer | Mr Hanh Nong |
| Member | Mrs Mai Quan |
| Member | Mr Duc Phong Luu |
| Member | Ms Ai Can Tieu |
| Member | Mrs Lee Mooi Tang |
| Member | Ms Chun Fung Lau |
| Member | Mr Duc Khuon Lan |
| Member | Mrs Phuong Nghia La |
| Member | Mrs Tu Chan Ngo |
| Member | Mrs Pansy Chaw |

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

Company Information

| | |
|---------------------------------|--|
| Centre Manager and Head Teacher | Van Cuong Truong MBE |
| Company Number | 2701526 (England and Wales) |
| Charity Number | 1064620 |
| Address | 33 Clyde Street Deptford London SE8 5LW |
| Bankers | Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Barclays Bank Plc Rotherhithe Surrey Docks Branch Ploughway London SE16 2LW Bank of Taiwan Level 5, City Tower, 40 Basinghall Street London EC 2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ Lloyds TSB Bank Plc PO Box 545, Faryners House Monument Street London EC3R 8BQ |
| Auditors | Paige-McLean & Co Chartered Accountants 11 Strangford Place Broomfield Herne Bay Kent CT6 7UJ |

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心



英國倫敦中華學校

Address 33 Clyde Street
Deptford
London SE8 5LW

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.freeserve.co.uk
Web www.indochinese.co.uk

THE CHAIRS REPORTS

The year 2010/2011 has been a most successful year. Even though under the threaten financial constraint & the shortage of manpower's, with the highly dedication & co-operation of staffs. The centre has been managed as good as we wished to continue providing multiple & comprehensive services for the members of Lewisham Indo-Chinese community & it's adjacent area with Southwark, Greenwich, and Bromley.

Due to the demand of our Home Care workers training needs. The management committee has decided to use our limited resources to maintain the function of employment & training scheme and it has been incorporated into the elderly services for management in order to save the resources.

Regretfully, the elderly services project has not succeeded the tenderings in Lewisham and Greenwich. As a specialised services for the Indo-Chinese in south East London. The local councils have ignored the fact that the scale and disadvantage of the services. The running cost is rather high to compare with the mainstream providers particular to the training aspect, sometime almost triple to the others, we are not be able to compete with them. It is obviously not wise to ask such a minority community group to contest with the huge providers. As a result of that most the Indo-Chinese home care users have made the decision to apply for the "direct payment" in order to continue having the services from our home care project.

During the year 2010/11 the following services have been providing to members of Indo-Chinese Community in south east London.

- **The Self-help Project:** Has maintained the certain level of services by one F/T Lewisham funded centre manager and continuing to keep a P/T welfare worker post with our own initiative fund collection.
- **The Home Care Service:** Contracts received from social services Depts. From Lewisham, Greenwich and Southwark councils. This is an unique services for the Indo-Chinese Community in the S.E London & it has been granted for a registration by the CQC.
- **Day Centre Project:** is catering for 220 subscribed members including disabled & wheelchair users and it provides Day Centre services for some contracted clients in the borough of Lewisham, Greenwich, Southwark and Westminster.
- **The Indo-Chinese Employment & Training Scheme:** Provides advices on training & supports employment opportunities. Our Home Care & Day Centre staffs are beneficial.

from the scheme's training arrangement. It has been managed by the elderly services from July 2010.

- **The Chinese Community School:** has provided Chinese Mandarin teaching and "GCSE" Chinese exam courses, culture studies, traditional dances and folk songs tuition etc. It has 287 pupils registered, operates on Saturdays from 9 30am – 3 30pm. A youth leisure service is also run from 12.30 noon till 5 30pm, 40 weeks per year. With the financial help from Lewisham Children Fund, 3 extra curricular supplementary classes were run for Indo-Chinese children age from 7 – 13. It has brought a great improvement for the children's mainstream curricular subjects: English, Maths & Science. Apart from those, other courses have been organised after school as well; such as Chinese musical, zither play, and Kung Fu etc. Meanwhile, the school runs Chinese abilities tests for non mandarin speakers and an E-teaching for the tutors and parents
- **The Little Rainbow Day Nursery Centre:** Provides bi-lingual day Nursery Services to children from 6 months to 5 years old, it's open to all. This whole year operation is staffed by one F/T manager, three P/T trainee deputy managers and six P/T care workers

The Nursery centre has been granted by the Lewisham early year for a grant of 15K to purchase furniture and equipment etc, also got the status of receiving "educational voucher" for children 3 years + currently it has 26 children registered

Grants received for the year 2010/11

Lewisham Council, Overseas Chinese Culture Society, Greenwich Social Services Dept. and the Lewisham Indo-Chinese youths association

Special thanks to the Borough of Lewisham for the exemption of business rate. And Mr V.C.Truong Centre Manager has been delicately serving for the Home Care projects as a volunteer registered manager since 1994, and the person in charge for the Indo-Chinese Little Rainbow Day Nursery.

As the chair of the Management Committee, my sincere gratitude goes to all staffs whose dedication & contribution make a success of the organisation, without these highly qualified workforce, we will not be able to provide such significant services during the financial year 2010/11

Self-help Project:

| | |
|-----------------------------|-------------------------------|
| Mr Van Cuong Truong | F/T Centre Manager |
| Ms. (Alison) Phung Que Tran | P/T Community Welfare Worker. |

Home Care Services Project:

| | |
|-------------------|---------------------|
| Mrs Lan Thi Huynh | P/T Deputy Manager |
| Mr Danny Ly | P/T Cleaning duties |

| | | | |
|---------------------|-----|-------------------|---|
| Mrs Xiu Hong Yang | P/T | Care worker | |
| Mrs Chun Lei Guan | P/T | " | " |
| Mr Yi Ren | P/T | " | " |
| Mrs Nguyet Ngan Luu | P/T | " | (started 20 04 10) |
| Mrs Guo Hua Qin | P/T | " | (Started 06 05.10 & left 09.09.10) - 4 weeks |
| Miss Tao Tao Zheng | P/T | " | (started 28.06.10 & left 10 01 10) - 7 weeks |
| Mr Khuon Tran | P/T | " | (started 19 07.10) |
| Miss Ying Nan Zhao | P/T | " | (started 30 07.10 & left 11 10.10) - 3 weeks |
| Mrs Mei Mei Li | P/T | " | (started 15 11.10) |
| Mrs Ming Ming Zhu | P/T | " | (started 11.10.10 & left 20 01 10) - 3 weeks |
| Mrs Qiu Hua Liu | P/T | " | (started 19.10 10) |
| Mrs Ping Cau | P/T | " | (started 12.08 10) |
| Mrs Man Yi Cheng | P/T | " | " |
| Mrs Yan Yang | P/T | " | (left 15 12 10) |
| Mrs Jian Lan Chen | P/T | " | " |
| Mrs Thi Mai Truong | F/T | " | (left 01.12 10) |
| Mrs Thi Ta Hoang | F/T | " | " |
| Mrs Xiao Ling Feng | F/T | " | (left 25 07 10) |
| Ms Thu Denh Vong | P/T | " | " |
| Mrs Anh Ly | F/T | " | " |
| Ms Thi Thuy Anh Lam | P/T | " | " |
| Miss Wendy Li | F/T | Project assistant | |
| Mrs Wasana Kinsella | P/T | care worker | |
| Ms Tuong Thi Vu | P/T | " | " |
| Ms Lien Tran | P/T | " | (left 30 06 10) |
| Ms Yu Hua Luo | F/T | " | " |
| Mrs Kim Ngoc Truong | P/T | " | (left 28.10.10) |
| Mrs Soke Meai Lam | P/T | bookkeeper | (left 01.10 10) |
| Mrs Muoi Lam | P/T | care worker | (left 01.02.11) |
| Miss Yun Wei Wong | P/T | " | (started 24 05 10 & left 29 08 10) - 3 weeks |
| Miss Chui Kim Poon | P/T | project assistant | (started 16.11.10) |
| Mr Kuo Hsien Lee | P/T | " | (started 17 12 10) |
| Mr Long Quoc Tran | P/T | care worker | (started 17.01.11) |
| Mrs Xiang Mia Zhang | P/T | " | (started 04 01 11) |
| Miss Min Xu | P/T | " | (started 28 02 11) |

Day Centre Services Project

| | | | |
|----------------------|-----|----------------------|--------------------|
| Mr Thuan Tien Nguyen | P/T | Driver | |
| Mr Terry Chan | P/T | Co-ordinator | (left 30 06 10) |
| Mrs Kim Ngoc Truong | P/T | Centre assistant | |
| Mrs Lian Juan Xu | P/T | Kitchen staff | |
| Mr Chi Hoa Hoang | P/T | Driver | |
| Mrs Lee Huan Kee | P/T | Day Centre assistant | (started 04 10 10) |

Indo-Chinese Employment & Training Scheme

Mr Terry Chan P/T Project Co-ordinator (left 01.07.10)

Chinese Community School Project

Head Teacher: Mr Van Cuong Truong

Teacher:

| | | |
|---------------------|--------------------|-------------------|
| Mrs Wen Chen Cheung | Miss Ngoc Huynh | Mrs Lan Thi Huynh |
| Miss Bo Chun Chen | Ms Loi Anh Chong | Mrs Mei-ER Lo |
| Miss Chia Ying Lin | Mrs Jacquelin Wong | Mrs Ya-Chen Huang |
| Miss I-Chen Huang | Mrs Chih-Pei Tung | Miss Yi Hua Chen |
| Mr Kuo-Hsien Lee | | |

Extra Curricular Supplementary Classes

Mr Peter Robinson Pereira Miss Eliana Hilda Tavares Barisanskas
Mr Richard Cheung

Little Rainbow Day Nursery Services

| | | |
|-------------------------|--------------------|--------------------------------------|
| Mrs Fei Fei Li | P/T Care worker | |
| Miss Sian Li Chong | P/T “ “ | (left 30.04.10) |
| Miss Diane Tran | F/T Manager | |
| Mrs Julie Hoang | P/T deputy | |
| Mrs Jiang Zhu | P/T care worker | (left 01.11 10) |
| Mrs Jacqueline Wong | P/T trainer deputy | |
| Mrs Weng Li Lai | P/T care worker | |
| Mrs Jieer Ou | P/T care worker | |
| Miss Hazel Sau-Wai Kong | P/T care worker | (started 10.05 10) |
| Miss Chuu Yong Wong | P/T care worker | (started 28 06 10 and left 01 10.10) |
| Mrs Shu Hui Duong | P/T care worker | (started 19.07.10) |
| Miss Yu Ting Chen | P/T care worker | (started 03.11 10 and left 01.02.10) |
| Mrs Yuet Lin Chan | P/T care worker | (started 05.01.11) |

On behalf of the Management Committee, I would like to take this opportunity to thank the following persons and organisations for their supports.

Ms Mee Ling NG. (chair of Southwark NHS primary care trust)

Joan Ruddock M.P. for Deptford

The Taipei Representative Office in the U K

See Woo Cash & Carry Trading Ltd.

Tzu-Chi Charitable Fund. London Branch.

Mr Say Phu Sam
(chair person)



INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2011

The directors and trustees present their report and accounts for the year ended 31st March 2011

Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association

Trustees are recruited from the community and are appointed at the AGM

The centre manager and management committee have considered the various risks to which the charity is exposed. Procedures have been established to manage the risks the charity faces wherever possible, including the health and safety of staff, volunteers, children, elderly clients and visitors to the centre

Objectives and activities

The charity's object and its principal activity continues to be that of providing charitable services to the Indo-Chinese community. The attached Chair's Report outlines the charity's strategy, activities, achievements and performance

The charity is organised so that the trustee and the committees responsible for each project meet regularly to manage affairs

The projects are managed on a day to day basis by the centre manager with the assistance of two other full time members of staff

Financial review

The policy of the management committee has been to build up sufficient reserves to cover the cost of the upkeep and repairs to the fabric of the building which will be required in the not too distant future, and the further development of community services

The level of contributions from the individual projects' restricted funds to the unrestricted community centre fund varies with the level of usage by each project of the centre's facilities. Each individual project accounts separately to their funding providers for the expenditure incurred in meeting that project's key objectives

Plans for future periods

It is hoped to continue to provide the current level of service to the community and wherever possible to develop the services provided in partnership with the various funding bodies

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2011

Directors and trustees

All directors of the company are also trustees of the charity. The trustees named on page 1 served throughout the year. The Board has the power to appoint additional trustees as it considers fit to do so.

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to

- (a) select suitable accounting policies and apply them consistently,
- (b) make judgements and estimates that are reasonable and prudent,
- (c) state whether the adopted policies are in accordance with the Companies Act 2006 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements,
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

The auditors, Messrs Paise-McLean & Co., will be proposed for re-appointment in accordance with the Companies Act 2006.

Approval

This report was approved by the board of directors and trustees and signed on its behalf


SAY FU SAM

Dated 19th May 2011

Director and Trustee

AUDITORS REPORT TO THE COMMITTEE OF THE
INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

We have audited the annexed financial statements on pages 6 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 8

Respective responsibilities of directors and auditors

As described on page 4 the charity's trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you

Basis of opinion

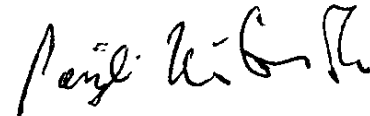
We conducted our audit in accordance with approved Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain the information and explanations necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the modified financial statements give a true and fair view of the state of the company's affairs at 31st March 2011 and of its financial activities and surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 2006.

Dated 19th May 2011



PAIGE-MCLEAN & CO.
Registered Auditors and Chartered Accountants
11 Strangford Place
Broomfield
Herne Bay
Kent CT6 7UJ

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2011

| | Notes | Unrestricted Funds 2011 £ | Restricted Funds 2011 £ | Total Funds 2011 £ | Total Funds 2010 £ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| INCOMING RESOURCES | | | | | |
| <u>Incoming resources from generated funds</u> | | | | | |
| <u>Donations and grants</u> | | | | | |
| Building Maintenance Fund | | - | 5,000 | 5,000 | - |
| Day Nursery Centre | | - | 17,574 | 17,574 | 9,620 |
| Elderly People Service Project | | - | 16,205 | 16,205 | 600 |
| Chinese Community School | | - | 13,958 | 13,958 | 19,658 |
| Self Help Project | | - | <u>46,491</u> | <u>46,491</u> | <u>44,329</u> |
| | 6 | - | <u>99,228</u> | <u>99,228</u> | <u>74,207</u> |
| <u>Investment income</u> | | - | <u>23,110</u> | <u>23,110</u> | <u>10,176</u> |
| <u>Incoming resources from charitable activities</u> | | | | | |
| Community Centre | | 39,667 | - | 39,667 | 41,237 |
| Day Nursery Centre | | - | 138,094 | 138,094 | 100,088 |
| Elderly People Service Project | | - | 455,619 | 455,619 | 454,795 |
| Employment Scheme | | - | 3,181 | 3,181 | 3,005 |
| Chinese Community School | | - | 42,084 | 42,084 | 43,606 |
| Self Help Project | | - | <u>312</u> | <u>312</u> | <u>1,849</u> |
| | 7 | <u>39,667</u> | <u>639,290</u> | <u>678,967</u> | <u>644,580</u> |
| TOTAL INCOMING RESOURCES | | <u>39,667</u> | <u>761,628</u> | <u>801,305</u> | <u>728,963</u> |
| RESOURCES EXPENDED | | | | | |
| <u>Costs of charitable activities</u> | 8 | 13,477 | 516,448 | 529,925 | 472,216 |
| <u>Governance costs</u> | 9 | <u>26,404</u> | <u>75,072</u> | <u>101,476</u> | <u>97,739</u> |
| TOTAL RESOURCES EXPENDED | | <u>39,881</u> | <u>591,520</u> | <u>631,401</u> | <u>569,955</u> |
| NET INCOMING RESOURCES | | (204) | 170,108 | 169,904 | 159,008 |
| TOTAL FUNDS BROUGHT FORWARD | | <u>10,521</u> | <u>2,906,377</u> | <u>2,916,898</u> | <u>2,757,890</u> |
| TOTAL FUNDS CARRIED FORWARD | | <u>10,317</u> | <u>3,076,485</u> | <u>3,086,802</u> | <u>2,916,898</u> |

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2011

| | <u>Notes</u> | £ | <u>2011</u> £ | £ | <u>2010</u> £ |
|--------------------------|--------------|------------------|-------------------|------------------|-------------------|
| FIXED ASSETS | 2 | | | | |
| Cost | | | 1,700,343 | | 1,666,145 |
| Depreciation to Date | | | <u>146,654</u> | | <u>138,587</u> |
| | | | 1,553,689 | | 1,527,558 |
| CURRENT ASSETS | | | | | |
| Debtors and Prepayments | | 6,297 | | 6,739 | |
| Cash at Bank and in Hand | 3 | <u>1,546,074</u> | | <u>1,410,192</u> | |
| | | 1,552,371 | | 1,416,931 | |
| LESS CURRENT LIABILITIES | | | | | |
| Creditors and Accruals | 4 | <u>19,258</u> | | <u>27,591</u> | |
| NET CURRENT ASSETS | | | <u>1,533,113</u> | | <u>1,389,340</u> |
| TOTAL CAPITAL EMPLOYED | | | <u>£3,086,802</u> | | <u>£2,916,898</u> |
| Represented by | | | | | |
| ACCUMULATED FUND | 5 | | | | |
| Unrestricted Funds | | | 10,317 | | 10,521 |
| Restricted Funds | | | <u>3,076,485</u> | | <u>2,906,377</u> |
| | | | <u>£3,086,802</u> | | <u>£2,916,898</u> |



SAY FU SAM
Director

Dated 19th May 2011

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011

1 ACCOUNTING POLICIES

The following policies have been applied consistently in dealing with items which are considered material to the company's financial statements

BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities, issued in March 2005

FIXED ASSETS AND DEPRECIATION

Depreciation is provided by the Company to write off the cost less the estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows

| | |
|-------------------------------|---------|
| Motor Vehicles | 4 years |
| Computer and Office Equipment | 3 years |
| Fixtures and Fittings | 5 years |

2 TANGIBLE FIXED ASSETS

| | <u>Building</u> <u>Project</u> | <u>Office</u> <u>Equipment</u> | <u>Mini</u> <u>Buses</u> | <u>Total</u> |
|---------------------------------------|-----------------------------------|-----------------------------------|-----------------------------|--------------|
| <u>COST</u> | £ | £ | £ | £ |
| Balance at 1 st April 2010 | 1,515,454 | 115,161 | 35,530 | 1,666,145 |
| Additions | - | 1,258 | 39,440 | 40,698 |
| Disposals | - | - | (6,500) | (6,500) |

| | | | | |
|--|------------------|----------------|---------------|------------------|
| Balance at 31 st March 2011 | <u>1,515,454</u> | <u>116,419</u> | <u>68,470</u> | <u>1,700,343</u> |
|--|------------------|----------------|---------------|------------------|

DEPRECIATION

| | | | | |
|---------------------------------------|---|---------|---------|---------|
| Balance at 1 st April 2010 | - | 103,059 | 35,528 | 138,587 |
| Charge for the year | - | 4,706 | 9,861 | 14,567 |
| On Disposals | - | - | (6,500) | (6,500) |

| | | | | |
|--|----------|----------------|---------------|----------------|
| Balance at 31 st March 2011 | <u>-</u> | <u>107,765</u> | <u>38,889</u> | <u>146,654</u> |
|--|----------|----------------|---------------|----------------|

NET BOOK VALUE

| | | | | |
|--|------------------|---------------|---------------|------------------|
| Balance at 31 st March 2011 | <u>1,515,454</u> | <u>8,654</u> | <u>29,581</u> | <u>1,553,689</u> |
| Balance at 31 st March 2010 | <u>1,515,454</u> | <u>12,102</u> | <u>2</u> | <u>1,517,558</u> |

3 CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford as a building maintenance fund of £186,379

4 CREDITORS AND ACCRUALS

| | <u>2011</u> | <u>2010</u> |
|----------------------------|---------------|---------------|
| | £ | £ |
| Monies Received in Advance | 14,222 | 17,557 |
| Accruals | <u>5,036</u> | <u>10,034</u> |
| | <u>19,258</u> | <u>27,591</u> |

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011

5 ACCUMULATED FUND

Fund is for the future community development

| 6 <u>DONATIONS AND GRANTS</u> | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
|-------------------------------|---------------------|-------------------|--------------|--------------|
| | <u>Funds</u> | <u>Funds</u> | <u>Funds</u> | <u>Funds</u> |
| | <u>2011</u> | <u>2011</u> | <u>2011</u> | <u>2010</u> |
| | £ | £ | £ | £ |
| London Borough of Lewisham | - | 73,049 | 73,049 | 65,354 |
| Others | - | 26,179 | 26,179 | 8,853 |
| | - | 99,228 | 99,228 | 74,207 |

7 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | <u>Unrestricted</u> | <u>Restricted</u> | <u>Total</u> | <u>Total</u> |
|-----------------------------------|---------------------|-------------------|--------------|--------------|
| | <u>Funds</u> | <u>Funds</u> | <u>Funds</u> | <u>Funds</u> |
| | <u>2011</u> | <u>2011</u> | <u>2011</u> | <u>2010</u> |
| | £ | £ | £ | £ |
| Contributions from other projects | 29,000 | - | 29,000 | 26,750 |
| Fees from pupils | - | 167,564 | 167,564 | 132,513 |
| Home Care Income- | | | | |
| London Borough of Lewisham | - | 145,960 | 145,960 | 148,518 |
| London Borough of Greenwich | - | 179,273 | 179,273 | 168,563 |
| London Borough of Southwark | - | 116,481 | 116,481 | 121,770 |
| Others | 10,677 | 30,012 | 40,689 | 46,466 |
| | 39,677 | 639,290 | 678,967 | 644,580 |

The funds of the Community Centre, which is largely funded by contributions from the other projects, are treated as unrestricted. All other funds are restricted to the purposes of the individual projects concerned.

8 COSTS OF CHARITABLE ACTIVITIES

| | <u>2011</u> | <u>2010</u> |
|-------------------------------------|-------------|-------------|
| | £ | £ |
| Staff Costs | 452,115 | 406,016 |
| Other Direct Charitable Expenditure | 77,810 | 66,200 |
| | 529,925 | 472,216 |

9 GOVERNANCE COSTS

| | <u>2011</u> | <u>2010</u> |
|------------------------|-------------|-------------|
| | £ | £ |
| Auditors Remuneration | 3,960 | 3,880 |
| Depreciation | 14,567 | 4,453 |
| Other Governance Costs | 82,949 | 89,406 |
| | 101,476 | 97,739 |

No remuneration was paid to trustees in the year, and no expenses were reimbursed

印支華裔社區中心



英國倫敦中華學校

Address 33 Clyde Street
Deptford
London SE8 5LW

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.freemove.co.uk
Web www.indochinese.co.uk

INDO-CHINA REFUGEE SELF-HELP PROJECT

ANNUAL REPORT MARCH 2010/ 2011

Introduction

There are 27 years since the inception of the project in 1984 and its location has extracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now over 4000 people living in Lewisham, and it's adjacent areas with Greenwich and Southwark, and becomes one of the two districts where the highest Chinese population in the Capital.

As a result of the tremendous increment, the project workers are under pressure to ensure the provision of adequate service, availability of resources and the smooth running to the whole organisation. All the affairs of the Community/ School are currently managed by the Centre Manager, Mr Truong who is responsible to the Management Committee. Due to the shortage of financial resources, we are not able to provide full services to cater for all the needs of subscribed members. However the services that are currently run as below

- 1. Self-help Project:** The project is available Monday to Friday 9.30am to 5.30pm and is staffed by one full time manager funded by Lewisham Council and one part-time worker funded by our own collection and reserves. The project enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation services.
- 2. Mother Tongue Education Project:** The aim of the project is to run Mandarin Chinese Classes for Indo-Chinese children living in the Borough of Lewisham, Greenwich and Southwark. All classes are held on Saturdays (9.30am to 3.30pm) and pupils can take courses leading up to GCSE examinations. With the financial assistance from the Lewisham Children Fund, three supplementary classes have been set up after the Chinese tuitions to provide extra school curricular supports: English, Maths, & Science to Indo-Chinese children from 7-13. There are currently 287 pupils registered and a total of 11 classes ranging from Nursery to six year level. The total number of staff consists of 14 teachers and 5 volunteers. Other courses have been organised after school: Chinese musical, Zither play and Kung Fu etc.
- 3. Little Rain Bow Day Nursery Services:** It provides fully day care for the children from 6 months to 5 years old with bilingual teaching. English and Mandarin, opens whole year 5 days per week from 8am to 6pm. It has been approved by the Ofsted and it is staffed by one full-time manager, three P/T trainee.

deputy managers & six part-time care workers. The Day Nursery services has been granted as "Good Services" by ofsted inspector.

4. Indo-Chinese Home Care Service Project: This project is staffed by 5 full-time and 18 part-time workers, most of the care workers have gained a NVQ level II qualification. The services are available seven days per week in the South East London. The Home Care Services project provides support and personal care to people who need help to enable them to live independently in their own homes such as dressing, cleaning, washing, shopping and collecting medication. This project is particularly helpful for those who face language barriers with the existing social services. The project has been registered with the CQC.

5. Indo-Chinese Day Centre Services: Staffed by one part-time co-ordinator, 4 part-time workers. The project provides lunch, home visits, transportation and is opened five days per week from 10am till 3 00pm. the day centre is well facilitated with sufficient space to enable disable people and wheelchair users to take part in organized activities. There are well trained and experience care workers to assist the attendees. The project provides relief to the heavy work load of the home carers. The centre is a social gathering place for disable people and wheelchair users allowing them to escape from the confines of their homes. Currently two mini buses are operated to cater for the wheelchair bound and elderly members with walking difficulties in the South East London.

6. The Indo-Chinese Employment and training scheme: This is staffed by one part-time co-ordinator until 30.06.10. The scheme is to improve the employment and training opportunities of the Indo-Chinese residents living in South East London, and run NVQ care level II for the Home Care workers whose English is not their first language, and the NVQ level II of early year + level III for supervision/ management staff. From July 2010 this scheme was incorporated into the elderly services for management.

7. Youth Club: The club runs every Saturday at the Chinese community school from 12 30pm to 5 30pm. The club organizes activities with a variety of sports, film, video, karaoke equipment etc. Currently it is run on a voluntary support.

8. Chinese Traditional dance Group: this is run by volunteer staffs and has more than 30 associate members. The group has performed for the annual Chinese New Year celebration at the Lewisham Broadway theatre, to which the Chinese New Year has become an important festival in the S.E. London.

9. A Mini Library: The library holds over 5000 Chinese books and is attached to the community school. There are also a large number of Vietnamese books available in elderly club. In addition, there are many videos on Chinese history and culture to borrow.

10. Gei Sian Thang (worship room): Based at the first floor of the community centre. It has many supporters and aims to meet the spirit needs of the Indo-Chinese and Vietnamese who believe in Buddha and Quan Yin (a goddess). Each year difference ceremonies are held, giving the elderly and community members hope and peace of mind.

Self-help Project Annual Report April 2010 – 2011

| | Dss | Housing | Admin. | Education/ Employment | Health | F.F/ Doc Certified | Others | Total |
|-----------------|------------|-----------|-------------|--------------------------|-----------|-----------------------|------------|-------------|
| 1 st | 25 | 9 | 383 | 63 | 5 | 27 | 175 | 687 |
| 2 nd | 38 | 9 | 332 | 56 | 11 | 25 | 249 | 720 |
| 3 rd | 30 | 12 | 296 | 62 | 3 | 32 | 205 | 640 |
| 4 th | 16 | 10 | 349 | 60 | 3 | 37 | 242 | 717 |
| Total | 109 | 40 | 1360 | 241 | 22 | 121 | 871 | 2764 |

The above table shows the total casework that has been carried out for the period April 2010 – March 2011.

Dss

Through the year, workers assisted clients to claim Tax Credit, check annual review year ended, filled Tax Credits annual declaration forms, reported changes of income or working hours to the Tax Credit Office, and explain Tax Credit award notice, and updated leaflets

Workers also assisted clients with form filling and helped to apply and give advice on, J.S.A, Incapacity Benefit, Disability Benefit, Carer's Allowance Benefit, Income Support, Child Benefit and Lone Parent Benefit etc. It takes a considerable amount of time to make a new claim over the phone, especially for J.S.A, because of the language problems, and sometimes the client is unable to pass the security test, therefore the client has to go through the language line and speak to the interpreter provided by the Benefit Depts. After a claim is made over the phone, the benefit departments send the original pack to double check and sign, which duplicates the workload as the workers found that most of the questions in the application form are either marked as not sure or unanswered. Letter readings and explaining were also given to clients

Housing

Workers helped clients to claim Housing Benefit, Council Tax Benefit, Rent Arrears, Back Dated Benefits. Also busy in giving advice on re-housing, Lewisham Home Search. Workers also helped to contact the housing Department for repairs such as, no heating, no hot water, blocked waste pipe, blocked toilet, any disrepair works, change of circumstances and letter reading, explaining are also given to clients.

Admin

Workers always try their best and work hard in this category to keep the community activities up to date and to provide efficient and adequate services to the users. Workers' liaise with other organisations and voluntary bodies in order to keep updated, exchange and share the experiences. Regular joint and individual project staffs meeting every 5 weeks with the centre manager, supervision meeting record are also taken place every 3 months with the manager to sort out difficulties that may occur in any special or difficulties case. In addition, 6 weekly joint all staff meetings continue to monitor the progress with the centre manager to resolve any difficulties

and future planning Multiple training courses had also been organised for staffs to update their knowledge and working skill

Social outings, celebrations and cultural events have been organised throughout the year. This is to help relieve tension of life as we all know that they feel isolated and vulnerable due to the language barrier. Summer Play Scheme is still organised every year to give children an impressive valuable cultural studies as well as to give the teenagers a healthy life style and leisure activities during the summer holidays.

Employment

Through the year workers help clients to interpret over the phone with the job centre, ring on behalf of clients to re-book an appointment for an interview and request for an interpreter if necessary, helped clients to write notes/ letters for employment services/ job centre, also helped clients to filled in different types of forms, such as, Help You Back To Work and Availability to Work forms etc. Letter readings and explaining are also given to clients

Education

Through the year, workers have made visits to local schools to assist parents with interpreting end of school term reports, new school term settlement, progress which will need to be completed and expected target for the coming year. Assist parents in the admission of children reaching schooling ages Workers also provided help with form filling for Free School Meals & Clothing Grants, School letters and notes were also explained to parents.

Health

Helped clients to book appointments for G.P, Hospital, and Dentist, also helped clients to book/ request for an interpreter if needed and write a note to Doctor / Chemist. Letter explaining from local surgeries and hospitals are also given to clients.

F.F/ Doc Certified

Workers assisted client to applying for, U K Passport, Travel Document, Naturalisation as a British Citizen, apply for Visa and also to fill in all different kinds of Welfare and Housing forms. The centre manager helped to certified if necessary

Others

Workers have dealt with all different types of work ranging from domestic violence to marriage breakdown, assisted on letter reading and explaining such as letters from home office, solicitor, car insurance, parking fines, unpaid congestion charge fines, speeding fines, report of lost driving licence; also made enquires on bills and services such as water rate, electricity bill, gas bill, B/T connection etc

Community Activities

There were several festival activities, training's & meetings / seminars taken place during the financial year.

Survey

Questionnaire 10/11

| | Excellent | Good | Average | Bad |
|--|------------------|-------------|----------------|------------|
| Dss | 61% | 39% | - | - |
| Housing | 39% | 61% | | |
| Interpreting on health/ Education | 44% | 56% | - | - |
| Form Filling | 61% | 39% | - | - |
| Apply for Passport/ Travel Doc. Natlurisation/ etc. | 39% | 56% | 5% | - |
| Activities/ Outing | 17% | 72% | 11% | - |
| Organise Talks/ Lectures | 28% | 61% | 11% | - |
| Staff Attitude | 56% | 44% | - | - |

Survey out of 100%

The questionnaires have been carried out throughout the year from April 10 to March 2011 to evaluate the standard of services provided to clients, this is to aim to improve the quality of services and achieve even better in the future.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心



英國倫敦中華學校

Address 33 Clyde Street
Deptford
London SE8 5LW

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.freemove.co.uk
Web www.indochinese.co.uk

Lewisham Indo- Chinese Elderly community care services project

Annual report 2010 - 2011

Introduction

The Homecare service has been operating for 16 years. It became self-financing in 1999. Our Homecare Project was established from the development of the elderly club which itself was set up in 1984. Homecare is provided to clients living in the 3 London boroughs of Lewisham, Greenwich and Southwark.

As a result of the effort, dedication and time from management, Committee members, staff and volunteers, we are delighted with the progress of the self-financed Projects. We are honored and proud to be servicing the needs of the elderly people and the disadvantaged.

In February 2004, the Home Care Project obtained the National Care Standard Commission (CSCI) certificate of registration. This needs to be renewed annually. For this to be achieved every effort is made by staff to abide by the various Care regulations and procedures. It is as a result of their hard work, commitment and skills that our Project was judged to be providing a high standard by the National Care Standards Committee (now known as the Care Quality Commission- CQC). We are optimistic and confident in our ability to develop the Project further in order to continue to provide a valuable and unique service to the Indo-Chinese community in South East London.

| <u>Homecare Services</u> <u>Contracted hours April 2010- March 2011</u> | | |
|--|--------------------------|---------------------------|
| Borough | Number of clients | Total Hrs provided |
| Lewisham | 13 | 9,493.75 |
| Greenwich | 10 | 11,185.75 |
| Southwark | 12 | 10,551 |
| Total | 35 | 28,263.5 |

STAFF TURNOVER

| | |
|--|----|
| <i>Number of Part-time staff who left this financial year</i> | 8 |
| <i>Number of Full-time staff who left</i> | 4 |
| | |
| <i>New Part time staff recruited</i> | 8 |
| <i>New Full time staff recruited</i> | 1 |
| <i>Total number homecare staff employed (at time of writing, April 2011)</i> | 22 |
| | |

STAFF MANAGEMENT

Meetings are regularly held between management, supervision and care workers to discuss homecare matters, to ensure standards and procedures are being followed

Every three months, as part of carers and service monitoring, supervision staff will conduct home visits to all clients in order to assess individual's care needs in their home environment and gives the client or their relatives to honestly feedback about our services. This information is recorded in the form of a report which is placed in the client's home and our offices. Social services will be contacted by supervision staff about changes in client's health or circumstances which could affect careplan

Careworkers are monitored by supervision staff and management through all-carers meeting (every 5 weeks involving frontline carestaff and supervision staff discussing recent homecare matters and case study work), individual meetings (every 3 months with supervision staff to discuss carer's work performance and allows management to monitor their progress) and Management Committee meetings (every 3 months- These meetings are also important for staff to fully understand their contribution to the overall goals of the organization). It is emphasized to all staff that attendance of these meetings is compulsory.

Failure to follow our procedures will result in disciplinary action

Staff are required to complete an annual appraisal form, enabling management to monitor their work and to review targets set

ELECTRONIC MONITORING SYSTEM

At our own expense, we installed an Electronic Monitoring System (Ezi-Tracker) at a rough cost of £5,000. This is a telephone based system for carers working for Greenwich clients. Upon arriving at their shift, staff will call a free phone number, enter PIN number to 'log in' and the same process to log out

HEMOCARE SURVEY RESULTS

Number of Surveys sent- 24

Number of Respondents- 23

| | | | |
|---------------------------------------|--|-----------------|------------------------|
| | | | |
| Length of service | 65%=over 2years | | 17%=less than 6 months |
| | 9%=less than 1 year | | 9%=over 1 year |
| Tasks carried out | 91%=cleaning | 74%=meal prep | 74%=bathing |
| | 48%=shopping | 22%=to/from bed | 22%=assist to toilet |
| Punctuality | 87%=punctual | | 13%=occasionally late |
| Working attitude | 96%=friendly | | 4%=passive |
| Carer's responsibilities | 83%=very good | | 17%=good |
| Knowledge of our complaint procedure | 83%=Yes | | 17%=No |
| Knowledge of our insurance procedures | 61%=Yes | | 39%=No |
| Further comments about our services | <p>"Would like more hours to do housework"</p> <p>"More training for new workers with clients"</p> <p>"Mainland China workers must improve their English"</p> <p>"Mainland China workers must work promptly and responsibly"</p> <p>(If something happen to clients, they may be sued or be held personally accountable More training on their responsibilities)</p> | | |

CONCLUSION & FUTURE OUTLOOK

It is with regret that we were not successful in our Tender application bid for our homecare services with Greenwich and Lewisham councils We were competing against mainstream providers with their considerable resources

In order to generate more business, our client base will be expanded to include private clients (direct payments) to support our expansion, we will continue to recruit and train more careworkers

TRAINING COURSES ORGANIZED

| <u>DATE</u> | <u>COURSE NAME</u> | <u>NUMBER OF ATTENDANTS</u> |
|-------------|------------------------------------|-----------------------------|
| 19/04/2010 | Food Hygiene | 9 |
| 21/06/2010 | Dementia Awareness | 10 |
| 09/08/2010 | Moving & Handling | 7 |
| 09/2010 | Appointed person First Aid at work | 1 |
| 11/10/2010 | Medication | 15 |
| 13/12/2010 | First Aid | 11 |
| 17/01/2011 | Safeguarding Adults | 14 |
| 07/03/2011 | Food Hygiene | 16 |

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.freemove.co.uk
Web www.indochinese.co.uk

Indo-Chinese Day Centre Project

AGM Report 2010-2011

The Day Centre services mainly concentrate on contract members as they provide the main source of income to run the project. The project also has membership from wider groups such as Tai Chi, Singing and Dancing classes.

The project serves the contract members daily and social needs but also organizes cultural events for all members.

Day Centre Services

1. General Profile

The number of attendants was recorded to have 7603 for 260 working days in 2010-2011.

The table below shows the number of contract members that has used the services in the year 2010-2011.

| Quarter | Total no. Member |
|------------------|------------------|
| April-June(2010) | 488 |
| July-Sept (2010) | 560 |
| Oct-Dec (2010) | 418 |
| Jan-Mar(2011) | 389 |
| Total : | 1855 |

The Day Centre opens 5 days a week, the purpose of the services is to give members especially elderly and disabled people an opportunity to form a social life with the community and also break away from living in isolation. There are many activities included such like a Tai Chi classes, dancing and singing classes arranged in Day Centre from Monday to Friday and also provides a luncheon club for all members over the year.

The contract membership may drop because of their change in health physical or other reasons.

Finance Supported by London Borough of Lewisham
Registered Under The Charities Act 1993 No 1064620

Limited Company Registered No 2701525

Day centre and kitchen are regularly checked by staff to ensure hygiene levels are up to standard. As a result of rising costs of food and other expenses, a strict financial budget was implemented to control the centre's daily cash flow, and maintain our services

The table below shows the attendance of contract members from each borough during the year 2010-2011.

| Borough | Attendance of Contract clients |
|----------------|--------------------------------|
| Greenwich | 590 |
| Lewisham | 610 |
| Southwark | 495 |
| Private Client | 35 |
| Westminster | 125 |
| Total : | 1855 |

The table below shows the attendance of all members of the Community, during the year 2010-2011.

| Quarter | Total no. Member |
|------------------|------------------|
| April-June(2010) | 1430 |
| July-Sept (2010) | 1419 |
| Oct-Dec (2010) | 1406 |
| Jan-Mar(2011) | 1493 |
| Total : | 5748 |

2.Daily activities

The table below shows the activities are organised on a daily basis and supervised by the Day Centre co-ordinator

| Days | Activities | Attendance |
|-------------------|---|-------------|
| Mondays | Chinese DVD programmes | 1022 |
| Tuesdays | Tai Chi classes/News Paper | 2113 |
| Wednesdays | Gentle exercises/Film broad casting | 1357 |
| Thursdays | Tai Chi Classes/Dancing & singing classes | 2057 |
| Fridays | Gentle exercises/Games/ News Paper | 1054 |
| Total | | 7603 |

3.Festival and Activities

| Activities | Date | Attendance |
|---------------------------|------------|------------|
| International Women Day | 11/03/2010 | 65 |
| Dragon Festival | 17/06/2010 | 75 |
| Teachers Days | 22/09/2010 | 79 |
| Mid-Autumn Festival | 23/09/2010 | 50 |
| Elderly Christmas Party | 16/12/2010 | 60 |
| Staff /MC Christmas Party | 18/12/2010 | 85 |
| Lantern Festival | 17/02/2011 | 55 |

4.Blood Pressure and Blood Sugar Test

Management would like to express their appreciation for the health visits by the District Nurse from Waldron Health centre. In monitoring members blood pressure and sugar level , in addition her support is highly valued.

5.Annual Survey

| Description | Excellent | Good | Average | Not Satisfied | Poor |
|----------------------------------|-----------|------|---------|---------------|------|
| Staff Quality & Working Attitude | - | 85% | 15% | - | - |
| Daily Activities | - | 70% | 30% | - | - |
| Quality of Luncheon Services | - | 70% | 30% | - | - |
| Healthy and Safety Facilities | 90% | - | 10% | - | - |
| Opening Times | 95% | - | 5% | - | - |
| Complaint Procedures | - | 80% | 20% | - | - |
| Organising of Events | - | 78% | 12% | - | - |
| Day Centre Pick Up Services | - | 98% | 2% | - | - |

This survey is based on 23 respondents of 40 regular members attending Day Centre during 2010-2011.

6.General comments

Comments from members regarding the centre's lunch menu included

“Prefer more vegetables, varied selection”

“Less fat, salt, oil and sugar”

“Some foods hard to chew and some foods were quite dry to eat”

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.freeserve.co.uk
Web www.indochinese.co.uk

Indo Chinese Little Rainbow Day Nursery Centre Annual Report 2010/11 (April 2010 –March 2011)

Registration and Attendance

Up until March, there are 25 children/babies registered at Little Rainbow, 1 started in January and 1 left started in March to go on to reception school.

The table below shows the attendance of each room

| Baby Room | April, May, June 2010 | July, August, September 2010 | October, November December 2010 | January, February March 2011 | Total |
|--------------------|--------------------------|---------------------------------|------------------------------------|---------------------------------|-------------|
| Children Full Time | 174 | 201 | 191.5 | 188 | 754.5 |
| Children Part Time | 167.5 | 229.5 | 145.5 | 232 | 774.5 |
| Total | 341.5 | 430.5 | 337 | 420 | 1529 |

| Toddler Room | April, May, June 2010 | July, August, September 2010 | October, November December 2010 | January, February March 2011 | Total |
|--------------------|--------------------------|---------------------------------|------------------------------------|---------------------------------|--------------|
| Children Full Time | 181.5 | 58 | 64 | 61 | 364.5 |
| Children Part Time | 187.5 | 132.5 | 84.5 | 77.5 | 482 |
| Total | 369 | 190.5 | 148.5 | 138.5 | 846.5 |

| Reception room | April, May, June 2010 | July, August, September 2010 | October, November December 2010 | January, February March 2011 | Total |
|--------------------|--------------------------|---------------------------------|------------------------------------|---------------------------------|------------|
| Children Full Time | 106 | 142 | 120.5 | 215.5 | 584 |
| Children Part Time | 24.5 | 47.5 | 61.5 | 67.5 | 201 |
| Total | 130.5 | 189.5 | 182 | 283 | 785 |

Staffs Structure

Our staff structure currently consist of 11 part-time staff members which include 3 deputy managers, 7 part-time nursery staffs, and one full time manager. One staff left the team in February, Three staffs joined between January and February The Nursery project has been recruiting new staffs, spending time on training potential workers,

Finance Supported by London Borough of Lewisham
Registered Under The Charities Act 1993 No 1064620

Chairperson Say Phu Sam Vice Chair Yok Wah Tai G Secretary Moi Song Ho Treasurer Hanh Nong
Limited Company Registered No 2701526

however it has been difficult in finding qualified staffs from bilingual English & Mandarin backgrounds

Here is the list of some of the trainings we have attended from April 2010 to March 2011)

| Date | Training Course | Numbers of Staff |
|------------------------------|-------------------------------|------------------|
| 2 nd September 10 | Behaviour management | 11 |
| 6 th December 10 | SEN Special educational needs | 9 |
| 7 th March 11 | Food safety | 5 |

After the Behaviour management training we have been able to apply for a support worker for one of our children, to enable staffs to learn new strategies for behaviour management, as well as ensuring the child has the necessary support towards his developmental needs.

Management

To improve the communication between management and staffs, we arranged nursery meetings once in a month, these meetings mainly allow staffs discuss the daily practice in the nursery, to enable staffs to share some teaching ideas in order to improve the quality of our services.

For the individual meeting, we arranged one to one supervision discussion every three months and annual appraisals. These meetings provide an opportunity for staff to evaluate their performance and share their view of the nursery.

Operation

***Baby Room (6 months to 2 years old)**

Up until March there are 9 part time children and 3 full time children, staffs have been working to encourage more activities for enjoyable play experience through observations and planning activities based on the children's interests

***Toddler Room (2-3 years old)**

There are 5 part time children and 1 full time children; we have expanded the toddler room to the semi out door area in order to arrange focused areas of learning in line with the Early Years Foundation stage curriculum.

***Reception Class (3-5 years old)**

There is currently 4 full time children and 3 part time children, we received the early years education grant in September, some of our children from the age of 3 have been able to receive up to 15hours of free fees funded by the local council

Chinese Curriculum

To uphold the bilingual aspect of learning, the Nursery Staffs have designed a more detailed Chinese Curriculum breaking it down into the different age groups. This sets out the goals we hope the children are able to achieve before they transition to the next class. The curriculum mainly consists of songs and themes we aim to teach the children to promote their Mandarin speaking & understanding

Grants

During January and February we have been using the grant £14,771.16 to improve the resources and learning environment, which has enabled us to completely change our nursery.

Outings & events

In November we celebrated the nurseries 3rd year anniversary, we invited the elderly members to join us for our little party to celebrate with the children. The children also visited Surrey Docks farm on the 25th November, a few parents also joined the trip and the children enjoyed seeing the animals and having a little picnic. On the 16th December we decided to organise a pyjama Christmas party, which included our very own Santa's grotto with a Santa Clause. Children and parents enjoyed the party games as well as a Christmas lunch. All the staffs and some children joined in the party spirit coming in their pyjamas

Annual Survey results

From the Annual survey 60% of parents found that the nursery environment to be excellent, 40 % felt that the environment was good. Overall 60% of parents found the nursery services to be excellent, 30% found it good and 10% found it to be satisfactory. The main comments included having more trips on different days so that all the children have the opportunity to join an outing, another parent also suggested also using the outdoor area to do planting with the children making use of the local out door areas specialised for children. Lastly we have made name badges for our staffs as suggested by parents so that parents know each staff individually to build better relationship between staffs and parents.

Future/ Long Term planning

- + Staff training & INSET days
- + Outings

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心



英國倫敦中華學校

Address 33 Clyde Street
Deptford
London SE8 5LW

Telephone 020 8692 2772
Facsimile 020 8691 6815

Email: Employment@indochinese.freeserve.co.uk
Web www.indochinese.co.uk

INDO-CHINA REFUGEE GROUP THE CHINESE COMMUNITY SCHOOL IN DEPTFORD ANNUAL REPORT MARCH 2010/2011

Introduction:

There are 287 pupils registered in the school year of 2010/11 currently. The school is staffed by 14 teaching staff and several volunteers. It provides 5 lessons per week (40 weeks per year) from 9.30am to 3.30pm. After the Chinese tuition, cultural studies and sports activities, children choir are provided to all pupils who are willing to participate.

The School curriculum consists of the Chinese primary education (6 years) nursery (2 years) and the first year of Secondary Education. GCSE Chinese syllabus is taught for the pupils from third year onwards. The following are the contents of the School curriculum.

Reading, writing poetry, literature, composition, songs are provided to all lower classes. History and essay tuition are specially taught for upper classes. There are 4 examination courses of Chinese GCSE in which 64 pupils are being trained for the examinations. There are also Chinese dance sessions available for those interested. Age range of pupils from 5 to 18, most of them are Chinese from Indo-China living in the Borough of Lewisham and adjacent Borough of Greenwich and Southwark. Apart from that the school has pupils of Spanish, Vietnamese and Indian, African, Japanese, etc.

Once again with the financial assistance from the Lewisham Children Fund, three supplementary classes have been set up after the Chinese tuitions, to provide extra School curricular supports to Indo-Chinese children from 7-13. It has brought a great improvement for the children's mainstream curricular subjects: English, Maths & Science. Unfortunately those classes will be ended after March 2011 due to the cut of council grant aid. Apart from those, other courses have been organised after school as well such as adult Mandarin classes, Chinese musical: Zither play, Kung Fu etc.

Meanwhile, in May 2010 to cooperate with the Chinese educational Dept, we run a Chinese abilities test for non-mandarin speakers of Chinese (B.B C) in order to promote the tests for global publicity and hoping it will be acknowledged & adopted all around the world.

With the support from the overseas Chinese Dept of R.O.C Taiwan, We've organised three training courses of E-teaching for the school tutors and parents in order them to further develop teaching

technique skills and building up a school blog for communicating with other Chinese teachers over the world. So far it is quite interested indeed & received positive responses from learners.

Age between 5—10 approx. 208

Age between 11—15 approx. 51

Age between 16+ approx. 28

NUMBER OF PUPILS REGISTERED IN CLASSES

| | | | |
|----------------------|----------------------|--------------------|--------------------|
| Lower Nursery A . 34 | Lower Nursery B : 33 | Upper Nursery A 29 | Upper Nursery B 29 |
| First Year A . 29 | First Year B 34 | Second Year . 35 | Third Year 24 |
| Fourth Year 12 | Fifth Year . 15 | Sixth Year 13 | |

LIST OF TEACHING STAFF

| NAME | POSITION HELD | NAME | POSITION HELD |
|---------------------|--|--------------------|--|
| Mrs Wen Chen Cheung | Teacher in charge of 3 rd year & head of pupils' disciplinary section | Miss Bo Chun Chen | Teacher in charge of 5 th year |
| Loi Anh Chong | Teacher in charge of Lower Nursery A & general affairs section | Miss Chia Ying Lin | Teacher in charge of lower Nursery B |
| Mrs Jacqueline Wong | Teacher in charge of 1 st Year A | Miss N T Huynh | Teacher in charge of Upper Nursery A & head of dancing group |
| Miss Yi Hua Chen | Teacher in charge of 1 st Year B | Mrs Ya Chen Huang | Teacher in general subjects |
| Mrs Chih Pei Tung | Teacher in charge of Upper Nursery B | Mr Kuo Hsien Lee | Teacher in general subjects |
| Mrs T L Huynh | Teacher in charge of 6 th year & head of library/academic section | Mrs Mei Er Lo | Teacher in charge of 4 th year |
| Mr V C. Truong | Head Teacher | Mrs I Chen Huang | Teacher in charge of 2 nd year |

Brief Report of Indo-Chinese Summer Play Scheme 2010

The 2010 Summer Play Scheme was organised for two weeks commenced from 3rd August till 15th August, and then one seaside tour to Broadstairs was organised on 9th August.

Total 13 days activities took place at our Chinese school, Deptford Clyde Street.

From 2nd August to 13th August: a group of 50 children from the age of 8-17 years old attended. They were mostly from the Lewisham and adjacent boroughs Southwark and Greenwich. However, children have been divided into 2 groups (8-10yrs and 11-17 yrs) and they were taught with 3 different contents, which were as follows:

1. Chinese Traditional Arts: Chinese knot making, paper cutting, decoration art, drawing and children's plays.
2. Chinese Dances Practices: Ribbon dance, Umbrella dance, Fairy dance, Grand Palace dance, etc.
3. Chinese Martial Arts: Siao Lin Kung Fu, Stick practices

Also on the afternoon of 13th August, we organised an exhibition of Summer Play Scheme achievements at the assembly hall, displaying arts works and demonstration of martial arts and dance performances for which we received high comments from the parents and the pupils. Three overseas tutors have been invited to be in charge of the tuitions with the conjunction of the Co-ordinator and his two assistants.

One day seaside tour to Brighton was organised on Sunday 8th August 10, both pupils and parents joined.

To take this special opportunity, we would like to thank the INDO-Chinese youth association and the Taipei Rep. Office in the UK who provided the grants, the Cultural tuitions, and the teaching material for the Summer Play Scheme.

Other School Activities

25.09.10 Celebrated the Confucius (teacher's festival) at the school assembly hall with the presence of teachers, M.C. members, parents, staff etc.

02.10.10 The first fire drills for the pupils and teachers.

06.02.11 Chinese New Year celebration Performing at Lewisham Broadway theatre over 900 audiences attended included Ms. Heidi Alexander mp for Lewisham East, Dr. Chang Siao Yue Director of the Taipei representative in the UK and numerous Councillors, Voluntary Organisations & Community Groups, etc.

26.02.11 The second fire drills for the pupils and teachers.

Gratitude's

1. Lewisham Council Community Education provided a grant of £3570 in support the Community School.
2. Taipei representative office in UK contributed reading books, video, tapes & teaching materials and supported 3culture & arts tours for the summer play scheme 2010.
3. Overseas Chinese culture society with a grant of £3016 to support the Chinese language teaching & E-Teaching and Chinese abilities tests.

4. Lewisham Children Fund a grant of £5800.
5. Lewisham Indo-Chinese youth association, a donation of £200.
6. See Woo supermarket contributed 190 portions of snacks and 4 boxes of fruits for New Year celebration at Lewisham Broadway.

The following person with their generous donation:

| | |
|---------------------|---|
| Mr Y W Tai | £816 |
| Mr Van Cuong Truong | £760 (extra curricular classes admin fee which is transferred to the self help project) |
| Mr Dan Y Chang | £230 |
| Mrs Yen Chang | £230 |
| Mr Canh Lan Nong | £100 |
| Mrs Lee Mooi Tang | £100 |
| Fortune Travel | £50 |
| Mrs Pansy Chaw | £50 |
| Mr Chun Fung Lau | £49 |
| Mrs N. H. Lai | £20 |
| Ms Mee Ling Ng | £20 |
| Mr C. L. Chwu | £10 |