

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
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INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2008

REGISTERED CHARITY No.: 1064620

REGISTERED COMPANY No.: 2701526

FRIDAY



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13/06/2008
COMPANIES HOUSE

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

Company Information

TRUSTEES

Director and Chair	Miss Tu Hong Mac
Director and Vice Chair	Mr Truong Tran
Secretary	Mr Say Fu San
Director and Treasurer	Mr Yok Wah Tai
Member	Mrs Moi Song Ho
Member	Mr Duc Phong Luu
Member	Ms Siu Lan Voong
Member	Ms Ai Can Tieu
Member	Mr Nat Phuc Quach
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
Company Number	2701526 (England and Wales)
Charity Number	1064620
Address	33 Clyde Street Deptford London SE8 5LW
Bankers	Alliance & Leicester Commercial Bank Plc Bridle Road, Bootle Merseyside GIR 0AA 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
Auditors	Paige-McLean & Co Chartered Accountants 11 Strangford Place Broomfield Herne Bay Kent CT6 7UJ

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THE CHAIRS REPORT

The year 2007/2008 has been a very successful year. Even though under the 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 and Greenwich, also has extended to 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 employment & training scheme operating in conjunction with Greenwich Social Services Dept.

We have completed a further development of community for full-time Day Nursery services to provide services for children ranging from 06 months to 5 year old. With the assistance from Lewisham Council ofsted / CIS link officer, our staff have developed a set of policies & procedure for the ofsted registration. A NVQ level II of early year training has also been completed in March 2008. The service is approved by Ofsted and commenced on 12th of November 2007.

During the year 2007/08 the following services have been providing to members of Indo-Chinese Community

- **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:** More contracts received from social services Depts. From Lewisham, Greenwich, Southwark and Bromley 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 National Care Standards Commission and be approved for third year by the commission for social care inspection, with a comment of "providing good services for the people who use it".
- **Day Centre Project:** is catering for 260 subscribed members including disabled & wheelchair users and being requested to provide Day Centre services for some contracted clients in the borough of Lewisham, Greenwich, Southwark, Westminster and Bromley.
- **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. The fifth

course of N V Q level II of Home Care was started in January 2008
 Meanwhile an early year of NVQ level II for the Day Nursery service, NVQ
 Care level III and registered Manager Award were also completed

- **The Chinese Community School:** has provided Chinese Mandarin teaching and "GCSE" + "A" level Chinese exam courses, culture studies, traditional dances and folk songs tuition etc. It has 324 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 set up 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 adult mandarin classes, Chinese musical; zither play, and Kung Fu etc.
- **The Little Rainbow Day Nursery Centre:** started on 12th November 2007 to provide bi-lingual day Nursery Services to children from 6 months to 5 years old, it's open to all. It is staffed by one F/T manager, two P/T trained deputy managers and two P/T care workers.

Grants received for the year 2007/08

Lewisham Council, The Hidden Charitable Fund, Overseas Chinese Culture Society, Greenwich Social Services Dept

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 incharge 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 2007/08

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
Mrs Soo Yean Shim	P/T Care worker
Ms Mei Hong Li	P/T " " (left 17 11.07)
Mr Danny Ly	P/T cleaning duties
Mrs Mai Quan	P/T Care worker (left 11 02 08)
Mrs Thi Mai Truong	F/T " "
Mrs Thi Ta Hoang	F/T " "

Ms Cheng Ying Hoang	P/T	“	“	(left 14 01 08)
Ms Thu Denh Vong	P/T	“	“	
Mrs Anh Ly	F/T	“	“	
Ms Thi Thuy Anh Lam	P/T	“	“	(started May 07)
Miss Wendy Li	F/T	Project assistant		
Miss Diane Tran	P/T	project assistant		
Mrs Wasana Kinsella	P/T	care worker		(started Nov 07)
Mrs Agnes Ly	P/T	“	“	(started Dec 07)
Ms Hui – Chuan Kuo	P/T	“	“	(started 18 06 07)
Ms Chung Hua Chen	P/T	bookkeeper		(started 11 09 07)
Mrs Tai Ying Zheng	P/T	care worker		(started 20 08 07)
MrsWui Fong Ho	P/T	“	“	(left 16 11 07)
Mrs Yun Yun Wu	F/T	“	“	(left 12 11 07)
Miss Xing Dan Liu	P/T	“	“	(left 14 05 07)
Mrs Ying Liu	P/T	“	“	
Miss Hong Li	P/T	“	“	(left 27 08 07)
Miss Paon Lin	P/T	“	“	(left 31 08 07)
Ms Tuong Thi Vu	P/T	“	“	
Ms Lien Tran	P/T	“	“	
Miss Phong San	P/T	“	“	
Ms Yu Hua Luo	F/T	“	“	
Mrs Kim Ngoc Truong	P/T	“	“	
Mrs Tai Xian Zheng	P/T	“	“	(left 07 02 08)
Mrs Pan Mu	P/T	“	“	(left 30.06.07)
Ms Bich Sam Tang	P/T	“	“	(started July 07 left 15 10 07)

Day Centre Services Project

Mr Terry Chan	P/T	Co-ordinator	
Mrs Kim Ngoc Truong	P/T	Centre assistant	(started Feb 08))
Mr Vinh Long To	P/T	Driver & handy man	
Ms May Chi Trieu	P/T	Day Centre assistant	
Mr Tam Tang	P/T	Driver	
Mrs Bich Yen Vi	P/T	Kitchen staff	

Indo-Chinese Employment & Training Scheme

Mr Terry Chan	P/T	Project Co-ordinator
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Chinese Community School Project

Head Teacher: Mr Van Cuong Truong

Teacher:

Mrs Hui Chuan Kuo	Miss Ngoc Huynh	Mrs Lan Thi Huynh
Miss Ya Ping Ho	Ms Loi Anh Chong	Miss Yun-Shan Cheung
Miss Luan Pei Lin	Mrs Hsiu Lan Feng	Mrs Hsuan-Fen Ma
Miss Pei Hsuan Lo	Ms Wen Chen Chen	Ms Chia Ying Lin
Miss Mei Tzu Ho		

Extra Curricular Supplementary Classes

Mr Peter Robinson Pereira	Miss Kuo Ping Tai (left July 07)
Miss Eliana Hilda Tavares Barisanskas	Miss Diane Tran (started Sept 07)

Little Rainbow Day Nursery Services

Mrs Mei Yin Maggie Tang	F/T manager	(started Sept 07)
Miss Diane Tran	P/T trainee Deputy	(started Nov.07)
Mrs Julie Hoang	P/T trainee deputy	(started Nov 07)
Mrs Hsiu Lan Feng	P/T care worker	(started Nov 07)
Mrs Ni Chan Tu	P/T care worker	(started Nov 07)
Mrs Di Cam Ha	P/T care worker	(started Nov 07 and left Jan 08)

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)
The Taipei Representative Office in the U K
Mr Barry Cole (Ex- Head Teacher of Deptford Park Primary School)
Mr K K Chow (Volunteer construction advisor)
See Woo Cash & Carry Trading Ltd
Mrs Thi Lan Huynh (for a generous donation of £5000)
Tzu-Chi Charitable Fund London Branch
Mrs Judith Pye Lewisham Ofsted Link Officer

Miss Tu Hong Mac
(chair person)

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2008

The directors and trustees present their report and accounts for the year ended 31st March 2008.

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 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. During the year, the Little Rainbow Day Nursery began offering a nursery service in purpose built accommodation.

The attached Chair's Report outlines the charity's strategy, activities, achievements and performance.

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

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 1985 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 1985. 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. Paige-McLean & Co., will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

Approval

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

TU HONG MAC

Dated 25th May 2008

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 2008 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 1985.

Dated this 25th May 2008



PAIGE-McLEAN & CO.
Registered Auditors and Chartered Accountants
11 Strangford Place
Broomfield
Herne Bay
Kent CT6 7UJ5

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES


FOR THE YEAR ENDED 31ST MARCH 2008

		Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
	<u>Notes</u>				
INCOMING RESOURCES					
<u>Incoming resources from generated funds</u>					
<u>Donations and grants</u>					
Day Nursery Centre		-	18,605	18,605	-
Elderly People Service Project		-	3,025	3,025	14,418
Chinese Community School		-	23,056	23,056	24,921
Self Help Project		-	42,504	42,504	41,823
	6	-	87,190	87,190	81,162
<u>Investment income</u>		-	46,389	46,389	32,786
<u>Incoming resources from charitable activities</u>					
Community Centre		34,134	-	34,134	39,838
Day Nursery Centre		-	8,679	8,679	-
Elderly People Service Project		-	443,441	443,441	357,425
Employment Scheme		-	5,304	5,304	11,683
Chinese Community School		-	40,428	40,428	41,183
Self Help Project		-	272	272	234
	7	34,134	498,124	532,258	455,363
TOTAL INCOMING RESOURCES		<u>34,134</u>	<u>631,703</u>	<u>665,837</u>	<u>569,311</u>
RESOURCES EXPENDED					
<u>Costs of charitable activities</u>	8	13,336	421,825	435,161	378,017
<u>Governance costs</u>	9	19,746	55,305	75,051	83,225
TOTAL RESOURCES EXPENDED		<u>33,082</u>	<u>477,130</u>	<u>510,212</u>	<u>461,242</u>
NET INCOMING RESOURCES		1,052	154,573	155,625	108,069
TOTAL FUNDS BROUGHT FORWARD		<u>10,155</u>	<u>2,422,059</u>	<u>2,432,214</u>	<u>2,324,145</u>
TOTAL FUNDS CARRIED FORWARD		<u>11,207</u>	<u>2,576,632</u>	<u>2,587,839</u>	<u>2,432,214</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2008

	<u>Notes</u>	£	<u>2008</u> £	£	<u>2007</u> £
FIXED ASSETS	2				
Cost			1,651,431		1,630,872
Depreciation to Date			<u>133,018</u>		<u>131,711</u>
			1,518,413		1,499,161
CURRENT ASSETS					
Debtors and Prepayments		6,151		6,475	
Cash at Bank and in Hand	3	<u>1,088,678</u>		<u>945,654</u>	
		1,094,829		952,129	
LESS CURRENT LIABILITIES					
Creditors and Accruals	4	<u>25,403</u>		<u>19,076</u>	
NET CURRENT ASSETS			<u>1,069,426</u>		<u>933,053</u>
TOTAL CAPITAL EMPLOYED			<u>2,587,839</u>		<u>2,432,214</u>
Represented by :					
ACCUMULATED FUND	5				
Unrestricted Funds			11,207		10,155
Restricted Funds			<u>2,576,632</u>		<u>2,422,059</u>
			<u>2,587,839</u>		<u>2,432,214</u>

 .. TU HONG MAC
Director

Dated 25th May 2008

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2008

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 1985 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 2007	1,496,898	98,444	35,530	1,630,872
Additions	18,556	2,003	-	20,559

Balance at 31 st March 2008	1,515,454	100,447	35,530	1,651,431
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DEPRECIATION

Balance at 1 st April 2007	-	96,183	35,528	131,711
Charge for the year	-	1,307	-	1,307

Balance at 31 st March 2008	-	97,490	35,528	133,018
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NET BOOK VALUE

Balance at 31 st March 2008	1,515,454	2,957	2	1,518,413
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Balance at 31 st March 2007	1,496,898	2,261	2	1,499,161
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3 CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £168,609, as a building maintenance fund.

4 CREDITORS AND ACCRUALS

	<u>2008</u>	<u>2007</u>
	£	£
Monies Received in Advance	14,013	13,320
Accruals	11,390	5,756
	<u>25,403</u>	<u>19,076</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2008

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>2008</u>	<u>2008</u>	<u>2008</u>	<u>2007</u>
	£	£	£	£
Bridge House Trust	-	-	-	11,670
London Borough of Lewisham	-	57,056	57,056	55,739
Others	-	30,134	30,134	13,753
	-	87,190	87,190	81,162

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>2008</u>	<u>2008</u>	<u>2008</u>	<u>2007</u>
	£	£	£	£
Contributions from other projects	22,000	-	22,000	23,700
Fees from pupils	-	38,132	38,132	37,780
Home Care Income-				
London Borough of Lewisham	-	204,079	204,079	154,074
London Borough of Greenwich	-	139,297	139,297	114,818
London Borough of Southwark	-	85,068	85,068	73,289
Others	12,134	31,548	43,682	51,702
	34,134	498,124	532,258	455,363

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>2008</u>	<u>2007</u>
	£	£
Staff Costs	372,551	316,198
Other Direct Charitable Expenditure	62,610	61,819
	435,161	378,017

9 GOVERNANCE COSTS

	<u>2008</u>	<u>2007</u>
	£	£
Auditors Remuneration	3,710	3,210
Depreciation	1,307	926
Other Governance Costs	70,034	79,089
	75,051	83,225

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

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INDO-CHINA REFUGEE SELF-HELP PROJECT **ANNUAL REPORT MARCH 2007/2008**

Introduction

There are 24 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 its 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, 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. 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 and 'A' level 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 324 pupils registered and a total of 11 classes ranging from Nursery to secondary level. The total number of staff consists of 14 teachers and 5 volunteers. Other courses have been organised after school: Adult Mandarin classes, Chinese musical, Zither play and Kung Fu etc.

3. Little Rain Bow Day Nursery Services: After two years preparation under the technical support of the SHP, The Day Nursery service commenced on 12th November 2007, it provides fully day care for the children from 6 months to 5 years old with bilingual teaching: English and Mandarin, opens 5 days per week from 8am to 6pm. It has been approved by the Ofsted and it is staffed by one full-time manager & four part-time care workers.

4. Indo-Chinese Home Care Service Project: This project is staffed by 6 full-time and 19 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 commented by the NCSC to "providing good service for the people who use it"

5. Indo-Chinese Day Centre Services: Staffed by one part-time co-ordinator, 5 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 disabled people and wheelchair users to take part in organized activities. There are well trained and experienced 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 disabled 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. 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 & registered manager award for supervision/ management staff.

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 40 associate members. The group has been invited to perform for the general public on many occasions, and perform for the annual Chinese New Year celebration at the Lewisham Broadway theatre, to which the Chinese New Year has been 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 2007 – 2008

	Dss	Housing	Admin.	Education/ Employment	Health	F.F/ Doc Certified	Others	Total
1 st	64	29	304	63	11	12	82	565
2 nd	40	21	286	31	10	26	114	528
3 rd	38	25	304	32	18	28	118	563
4 th	22	45	323	51	9	26	151	627
Total	164	120	1217	177	48	92	465	2283

The above table shows the total casework that has been carried out for the period April 2007 – March 2008

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 or 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, because of language barrier, not all of our clients can access the services, although they can obtain the magazine every week from the housing office, they do not have internet access and don't know how to bid for the property

Workers also helped to contact the housing Department for repairs such as, no heating, no hot water, blocked waste pipe, blocked toilet, disrepair work, 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.

Staffs are working hard on fund raising for the projects. A new project had been developed called 'Little Rainbow Day Nursery'. The service started on 12th November 2007. It provides full day care for children from 6 months to 5 years old with bilingual teaching and it has been approved by Ofstead. 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 out 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 Grant, 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, UK 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 enquiries 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 07/08

	<u>Excellent</u>	<u>Good</u>	<u>Average</u>	<u>Bad</u>
Dss	66%	31%	3%	
Housing	72%	28%		
Interpreting on health/ Education	59%	41%		
Form Filling	75%	25%		
Apply for Passport/ Travel Doc. Natlurisation/ etc.	34%	66%		
Activities/ Outing	28%	69%	3%	
Organise Talks/ Lectures	28%	63%	9%	
Staff Attitude	59%	41%		

Survey out of 100%

The questionnaires have been carried out throughout the year from April 07 to March 08 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

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INDO-CHINA REFUGEE GROUP

THE CHINESE COMMUNITY SCHOOL IN DEPTFORD

ANNUAL REPORT MARCH 2007/08

Introduction:

There are 324 pupils registered in the school year of 2007/08 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 and 'A' level Chinese syllabus are taught for the pupils from fourth 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 5 examination courses of Chinese 'A' level and 'GCSE' in which 126 pupils are being trained for the examinations. There are also Chinese dance sessions available for those interested in. 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.

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. Apart from those, other courses have been organised after school as well such as adult Mandarin classes, Chinese musical Zither play, Kung Fu etc.

Age between 5 – 10 approx 198
 Age between 11 – 15 approx. 103
 Age between 16+ approx 23

NUMBER OF PUPILS REGISTERED IN CLASSES

Lower Nursery A 32	Lower Nursery B 28	Upper Nursery A 23	First Year 46
Second Year 43	Upper Nursery B 26	Third Year 38	Fourth Year 22
Fifth Year 25	Sixth Year 20	1 st Year S S Level 21	

LIST OF TEACHING STAFF

NAME	POSITION HELD	NAME	POSITION HELD
Miss Luan Pei Lin	Teacher in charge of 2 nd year and head of pupils' disciplinary section	Miss Yun Shan Cheng	Teacher in general subjects
Loi Anh Chong	Teacher in charge of 3 rd year & general affairs section	Miss Chia Ying Lin	Teacher incharge of upper nursery B
Mrs Hui Chuan Kua	Teacher incharge of 1 st year	Miss N T Huynh	Teacher incharge of upper nursery A & head of dancing group
Mrs Hsiu Lan Feng	Teacher incharge of fourth year	Mrs Hsuan-Fen Ma	Teacher incharge lower nursery B
Miss Wen – Chen Chen	Teacher in charge of lower nursery A	Miss Mei-Tzu Ho	Teacher in charge of secondary school
Mrs T L Huynh	Teacher in charge of fifth year & head of library	Ms Ya Ping Ho	Teacher in charge of sixth year
Mr V C Truong	Head Teacher	Miss Pei-Hsuan Lo	Teacher in General subjects

Brief Report of Indo-Chinese Summer Play Scheme 2007

The 2007 Summer play scheme was initially organised for one week, but in the later days due to the change of schedule of 3 overseas Chinese cultural tutors, it has therefore been extended from one week to two weeks, commenced from 30th July till 11th August, and then one seaside tour for Great Yarmouth was organised on 5th August

Total 13 days activities taken place at our Community School, Deptford Clyde Street

From 30th July to the 11th August a group of 65 children from the age of 8-18 attended. They were mostly from the Lewisham and adjacent areas with Southwark and Greenwich. Children have been divided into 2 groups (8-10, 11-18) 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** Happy New Year dances, Umbrella dance, Happy Harvest dance, ribbon dance, Taiwan tribal dance and Drums dance etc
- 3 **Chinese Martial Arts** Siao Lin Kung Fu, Swords and Stick practices etc

Also on 11th August 07 afternoon we organised an exhibition of Summer Play Scheme achievement at the assembly hall, displaying arts works and demonstrating of martial arts and dance performances for which we received high comments from the parents and the pupils

One day Great Yarmouth Seaside tour was organised on Saturday 05 08 07 45 pupils and parents joined

To take this special opportunity, we would like to thank the Hilden Charitable Fund, the Lewisham Council, and the Taipei Rep Office in the UK to provide the Cultural tuitions and all the teaching material for the Summer Play Scheme

Tests of proficiency in Chinese Mandarin

The Chinese community School has been referred by the cultural division of Tai- Pei representative Office in the U K. To organise such a test in Chinese Mandarin in order to get an accurate picture of overseas Chinese pupils studies for the future language development, the test took place on 22 03 2008. There were over 140 candidates to take part including 3 adult ex pupils

Other School Activitiess

05.07.07 School dance group performed at the celebration of Ms Joan Ruddock M P for Deptford 20 years anniversaries in service.

29.09.07 Celebrated the Moon festival and the confucious (teachers festival) at the school assembly hall with the presence of M C members + parents

06.10.07 Fire drills for the pupils and teachers

10.02.08 Chinese New Year celebration Performing at Lewisham Broadway theatre 1000 audiences attended included Cllr Barry Anderson Chair of Lewisham Council,

Ms Mee Ling Ng chair of Southwark NHS primary Care Trust, Dr Siao Yue Chang Director of the Taipei representative in the UK and numerous Councillors, Voluntary Organisations & Community Groups etc

02.03.08 Fire drills for the pupils and teachers

Gratitude's

- 1 Lewisham Council Community Education provided a grant of £5845 in support the Community School
- 2 Taipei representative office in UK contributed reading books, video, tapes & teaching materials and supported 3 culture & arts tutors for the summer play scheme 2007
- 3 Overseas Chinese culture society with a grant of £4697 to support the Chinese language teaching
- 4 The Hilden charitable fund with a grant of £600 to support the summer play scheme
- 5 Lewisham Council Community Development with a grant of £1400 to support the summer play scheme
- 6 Lewisham Children Fund a grant of £7744
- 7 Lewisham Education & Culture funded £1000 to support the Chinese New Year celebration
- 8 Lewisham Indo-Chinese youth association, a donation of £400
- 9 Tzu Chi foundation a grant of £600 to support the Day Nursery project
- 10 See Woo supermarket contributed 100 portions of cakes for New Year celebration

The following person with their generous donation:

Mr Y W Tai	£816	Mr Terry Chan	£200
Mr Dan Y Chang	£230	Taiwan Bank	£50
Mrs Yen Chang	£230	Mr W P Sing	£50
Ms Mee Ling Ng	£50	Mrs Susan Phillips	£10
Mrs W C Leung	£20		

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Lewisham Indo- Chinese Elderly community care services project

Annual report 2007-2008

Introduction

The Homecare service has been operating for 14 years. It became self-financing in 1999. The Day Centre Service is currently in its 10th year - self financing in 2002. 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. 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 London.

HEMOCARE SERVICES

The client's age ranges from 37 years to 99 years. They include 7 males and 33 females from different cultures including Chinese, Vietnamese and Malaysian. The services provided by the staff include domestic care and personal care, occasional respite and over-night sitting may also take place.

During April 2007-March 2008, we provided Home Care Service to 40 clients at a total of 26707.25 hours.

Borough	Number of clients	Total Hrs provided
Lewisham	17	12311.25
Greenwich	13	8721
Southwark	10	5675
Total	40	26707.25

STAFF RECRUITMENT

A majority of our Care staff are bilingual, some are fluent in the many Chinese dialects such as Cantonese, Mandarin, Chiu Jou, Hakka and Vietnamese, and others are also English literate.

Many of our care workers share a similar cultural background to their client, they are able to develop a strong bond. A number of care workers have had past experience caring for their own relatives, this invaluable experience makes them more responsive to the needs of Elderly Clients

As of March 2008, we have 11 part time care workers and 6 full time care workers. From 2007 all care workers must be qualified in NVQ Level 2 to continue working in the care profession. All new recruits must commit themselves to the NVQ Course and as our organization pays for the education and training, they are required to stay on for at least one year after completion of the course. At present 7 care workers have obtained their Care NVQ Level 2 and 10 are currently doing the course which will be completed by July 2008. This education and training has enabled staff to use their knowledge and skills to offer a much enhanced service for the Community Members.

It has been difficult to find suitable new recruits, a majority of the new contracts tended to require Cantonese workers, however we have had few Cantonese speakers apply for the job.

A few staffs qualified in NVQ Level 2 in care have left this year. One full time care worker left in January. One part time worker left in February after 8 years, but has agreed to submit her services as pool worker. Following her completion in NVQ Childcare- one staff moved to the Nursery Project. One new recruit failed her probation period- language problems and characteristically not suited to Homecare post.

An officer from Lewisham Council came to monitor our services in March. The Officer conducted interviews with clients, their relatives, care workers, manager and supervision staff.

Staff Training

During the year 2007-2008 training courses were arranged for both existing and new staffs, the table below shows the summary of courses organised.

Date	Course	No. of attendants
21/05/07	First Aid	10
13/08/07	Moving & Handling	8
17/09/07	First Aid	8
10/12/07	Food Hygiene	13
04/02/08	Elderly abuse prevention	13
10/03/08	Food Hygiene	9

In addition to the training courses organised new recruits are expected to watch introductory training videos.

Day Centre Services

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. The Day Centre activities include Tai chi classes, dancing and singing classes. The day Centre also provides a luncheon club for all elderly members. Occasionally the Centre organises events such as outings and health talks for our members and celebrates cultural events such as festivals.

The table below shows the number of contract members that has used the service in the year 2007-2008.

Quarter	Total no. Members
April-June	547
July- Sept	558
Oct- Dec	595
Jan-March	619
Total	2319

The table below shows the attendance rate of contract members from each borough during the Year 2007-2008:

Borough	Attendance
Lewisham	1253
Greenwich	542
Southwark	381
Bromley	97
Westminster	46
Total	2319

The table below shows the attendance rate of all members of the Community, during the year 2007-2008:

Quarter	Total no. Members
April-June	2044
July- Sept	2144
Oct- Dec	1961
Jan-March	2011
Total	8160

Summary of Cultural and Festival/ Other activities that were organised during Year 2007/08

Date	Activities
13-05-07	Tzu Chi Day trip for Buddhist exhibition seminar
21-06-07	Dragon Boat Festival & Diabetes health talk
28-07-07	Day Trip to Margate
27-09-07	Moon festival
13-12-07	Christmas Party & Nursery Launch Day
15-12-07	Christmas Ball
06-03-08	National Women's Day Celebration & Tuberculosis Health Talk

Project Evaluation Survey and Reassessment

An annual survey was sent out to all Home Care and Day Centre clients. There were 26 respondents from the home care project, 19% of clients have used our services for over a year, 58% have used our services for over two years and 23% of clients have used the services for less than a year. Overall there was good feedback from the service users as 77% of clients found that the responsibilities of care workers were very good and 81% clients reported that carers were punctual.

The main comments received by the Home care clients were in regards to the allocation of staffs, a big majority of the clients were satisfied or pleased with the staff allocated. However some clients feel uncomfortable with the new allocated staffs when their

main care workers have left, but after a short period the client would form a mutual understanding with the worker

For the day Centre survey responses (72%) 95% were happy with the activities organised. The Day Centre staffs' attitude was rated highly. The level of hygiene and fire and security was rated excellent. Suggestions by members were mainly focused on the meals provided such as More choice and meeting the members needs, more vegetables and less meat, less salt/ oil and sugar. Some members suggested having more variety of meals and soups. Some members suggested more outdoor activities such as Dim Sum party and Garden parties

A majority of the members commented that the Day centre has provided a good service and become very valuable to them, giving them the opportunity to befriend other elderly, building a network so they no longer feel they are socially isolated

FUTURE DEVELOPMENT

The objectives of the Day Centre and Homecare Project are the same- successful bidding of block contracts to ensure a steady income, continued training for new and experienced staff to deliver a higher quality of service to our clients

The Day Centre, Health and Homecare Projects help to support the elderly and disabled people to live in their own homes. In the future we hope to increase our services to a wider range of users, but this will not be achieved without the continued support from the relevant charities and the Social Services of various London boroughs who have assisted us in the past and at present time

CONCLUSION

Closer working ties with Social Services, District Nurses, GPs and other health professionals should be allowed to continue and develop. Particularly in a recent case whereby office staff having to assist with arranging an immediate District Nurse Visit to one diabetic client who needed insulin. This case was especially urgent as his daughter was planning to leave the country for work purposes and he had missed quite a few previous health visits

By planning ahead we are able to set a work schedule for each quarter to ensure that our targets are met. Monthly staff supervision meetings, Individual meetings (staff one to one) and home visits ensure regular feedback from the service users and care workers for future improvement of the service. These meetings are also important for staff to fully understand their contribution to the overall goals of the organization, and give staffs the opportunity to discuss their work performance and allows management to monitor their progress. These meetings are also important for staff to fully understand their contribution to the overall goals of the organization

The majority of staffs who abide by their timetables and procedures help maintain the high quality of services we promote. We appreciate the efforts and dedication of care workers for one former client in Lewisham

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INDO-CHINESE TRAINING SCHEME
Annual General Meeting Report
2007-2008

CONTENTS :

- **Introduction**
- **Aims & Objectives**
- **Project Outcomes**
- **Project Development**
- **Project Evaluations**
- **Future Prospects**
- **Financial Statements**

Date : 25st May 2008
Time : 10.30am – 12.30pm
Venue : Meeting Room
33 Clyde Street
Deptford
SE8 5LW

Introduction

The main aim of the Employment Training Scheme is to provide skills training to Home Care workers to NVQ 2 level, care professional skills to improve their knowledge and understanding on care-related issues. In conjunction with Home care Services we identify new recruits who need specific skills and organise courses for them. The major factor that contribute to the success of the scheme is the Unique Selling Point (USP) that provide constant Language / Literacy supports so the candidates who need support can learn NVQ at their own pace. Other staff development including NVQ care level3, Registered Manager Award (RMA), Nursery staff NVQ 3 / Manager certificates

Aims & Objectives

As the Project progress and produce well-defined outputs, we would continue to

- Helping the Care workers to learn the NVQ Care level 2, so that they are skilled and competent in their work, and improve their motivation and performance,
- Providing Health & Safety training courses for Community staff to update their essential skills to work safely at Community settings such as First Aid, Food Hygiene and Moving & Handling,
- Ensuring staff development by offering short professional training courses such as "Dementia Awareness", "Abuse prevention" etc.
- Further support for staff's own development

Project Outcomes

Course Title	No of Candidates Completed	Course Duration	No of Courses 07-08
Moving & Handling	8	1-day	1
Appointed First Aid	17	1-day	2
Food Hygiene	21	1-day	2
Abuse Awareness	12	1-day	1
NVQ Nursery care level 2	6	46 weeks	One
NVQ care level 3	2	45 weeks	2 candidates
Registered Manager Award(RMA)	2	-	2 candidates

The Scheme Outcomes 2007-08

Project Development

In general, the students' progress has been satisfactory. However those candidates need language support found the NVQ difficult due to extra home-works set by the tutor (Mandy Hewlitte). Therefore the NVQ tutor (Terry Chan) has arranged 2 students groups to attend home-works sessions on Mondays and Fridays. The Project has also focused its resources more on courses that are essential requirements by the Commission for Social Care Inspection (CSCI) such as Moving & Handling for elderly for the Health & Safety of all workers.

The training scheme has been fortunate to levy supports from Greenwich Council Social Services £3,065 and the Westminster Council (£1,600) for training one candidate from its Domiciliary section. In addition, Top Cat Training will give about £ 6000 towards the project for the worker's support and hall hire for the existing NVQ care level 2

The project worker realizes that the above funding sources are on going providing sufficient candidates are available

Project Evaluations

The annual questionnaire survey was carried out in March / April 2008 38 respondents answered the questionnaire The main funding are listed as follows

Course	Standard of Services		
	Good	Average	Poor
NVQ Care 2	90 %	10%	0%
Moving & Handling for Elderly	90%	10%	0%
Food Hygiene	95%	5%	0%
First Aid	95%	5%	0%
NVQ Early Years	90%	10%	0%
Others	95%	5%	0%

Additional Comments such as Very useful and practical, Training improved their skills and knowledge, Good tutors' / Quality teaching materials

Future Prospect

The Community Centre has already developed the Little Rainbow Day Nursery for under 5's and it is operational since 12th November 2007 so this is an opportunity for the Training Scheme to run a number of the Nursery NVQ, providing practical work placements for those who want to develop their career in this field.

The Government scheme like "Train to Gains" is now gathering momentum and will be a great funding source for the scheme to tap into Further more, the project has excellent working relationship with Top Cat Training provides the project opportunity to run more NVQs and Care related courses in the near future

Financial Statements

See attached

Training Scheme Final Survey 2007-08

Date . 30th April 2008

Subject Final Survey Finding

Gender of Respondent

Male 4 Female 34

Age Range

23-34 14(37%), 35-44 10(26%), 45-54 10(26%), Over 55 4(11%)

Race Origin

Chinese 28(74%), Vietnamese 8(21%), Others (Malaysian) 2(5%)

Services Quality

First Aid Good 95%, Average 5%
Moving & Handling Good 90%, Average 10%
Food Hygiene Good 95%, Average 5%
NVQs Good 90%, Average 10%
Others Good 95%, Average 5%

Objectives Achieved

Yes 100%

Additional Comments

- The training scheme offer the best services to the care workers
- Arrange more training courses such as Dementia
- Training improve skills and knowledge and enhance their work practices
- Good tutors qualities and provides quality service

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Indo-Chinese Little Rainbow Day Nursery Centre

The Annual Report 2008 (November 2007 – March 2008)

Contents:

- Registration and Attendance
- The Aspects of the Nursery
- Operation
- Advertisement
- Donation
- Staffs Structure and training and Management

Indo Chinese Little Rainbow Day Nursery Centre
The Annual Report 2008 (November 07 – March 08 4 ½ months)

Registration and Attendance

Since the business starts, there are eight babies/children register to the nursery Six of them in a roll, one is on occasionally use our service and one of them left in April because his parents designed to their child to the nursery school

The table below shows the attendance of each room

Baby Room	November	December	January	February	March	Total
Children Full Time	15	14	21	19	5	74
Children Full Time	10	14	25	30	33	112
Children come occasionally	/	/	1	/	/	1
Total	25	28	47	49	38	187

Toddler Room	November	December	January	February	March	Total
Children Full Time	/	/	/	/	/	/
Children Full Time	6	5	7	6	5	29
Children come occasionally	/	/	/	/	4	4
Total	6	5	7	6	9	33

The Aspects of the Nursery

The nursery runs in bilingual approach which is Mandarin and English The staffs in each nursery room speak either bilingual or English Children play under free play system As a practitioner, we have to observe and assess child in regular period of time We also promote welfare and health for children by providing organic food for their meal To follow the curriculum of the Early Years Foundation Stage (EYFS), it will be fully used by September 2008

Operation

Staffs take turn to cook for a week/month, the reason behind this is staffs are encouraged to learn and to show their skill in preparing food for children Kitchen and nursery room will be cleaned once a week And the floor is mopped everyday after nursery close The

opening and closing kitchen check will be done by Nursery Manager and Deputy Manager

Risk Assessment will be carried out every day by nursery manager Assessment areas included kitchen, stairs area, nursery rooms and children garden, etc

Advertisement

Advertisement is still on around this area and neighborhood boroughs We sent the invitation letters to colleges and universities, libraries and superstores, restaurants and laundry We also prepared the advertisement board and place it near the gate, hopefully the advertisement would attractive more people to come and visit our nursery

Donation

Since November 2007, the community centre organized several fundraising activities for the nursery, such as Christmas Ball, Official Launch Day, etc We would like to take this opportunity to thank those who donated money, toys and facilities to the nursery

Please refer the attachment of a donors list

Staffs Structure and Training and Management

At the moment, we have two part-time nursery staffs, two part time trainee deputy managers and one full time nursery manager One work placement finished her study in April Due to personals reasons, there were two staffs resigned and left in January, and April

We prepared a lot of trainings for staffs, make sure their knowledge and experience can support children to develop different areas of learning

Here is the list we attended some training in the past six months

Date	Training Course	Numbers of Staff	Remark
July 2007	First Aid	3	Certificates
February 2008	Food & Hygiene	2	Certificates
March 2008	Food & Hygiene	3	Certificates
March 2008	Child Protection I	3	Certificates
March 2008	Allegation against staffs	1	Certificate

For the management, we have a staff meeting at once in a month, mainly discuss the daily practice in the nursery Also we arranged one to one supervision discussion in every three months and annual appraisal These meetings provided an opportunity for staffs to evaluate their performance and share their view with others

We have provided induction for all new joint staffs Such as different types of abuse, the function of Child Protection Co-ordinator, policy and procedure of Child Protection.
And report the operation of day nursery services to the management committee quarterly

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List of Donors for the Day Nursery Centre Fund

We would like to take this opportunity to thank the following people for generous donations at the Launch party and Christmas Ball

£9,000	Gei Sian Tang , Indo Chinese Youth Association (Over 3 years)	18000
£5,000	Lan Huynh	5000
£1, 600	Tze Chi Charitable fund	1600
£760	Van Cuong Truong	760
£500	C. Y Chan, Chan Brothers seafood suppliers	1000
£300	Mr T L Huang	300
£200	Tai Xian Zheng, Choi Hr Yeung , Fortune Travel .L M D	600
£150	Nhi Dao	150
£125	Moi Son Ho	125
£100	C C Quan, C.H Chan, Terry Chan, Fook Tai Cheung, Siu Lan Voong, K T Mac ,C.F Chaw, Alison Tran, Pansy Chaw, C L Nong, Mee Ling Ng, Sandra Chau, Tu Van Co, Sharon, Phung San Mac,	1500
£70	Phi Lien Tsing	70
£50	Phung Nghai La, Mr Ngan, Po Chun Leung, Mai Quan, Sau Ing Ip, Hui Zhen Li, Lan Anh Khau	350
£45	Yeung Woo,	45
£40	Hun Mui Wong, Ngoc Quyen Duong	80
£30	T B Ngo, Kim Ngoc Truong, Siu Yen Luong, M C. Trieu, Kam Lan Lau,	150
£20	Ngoc Quyen Duong, T T Bui, Tim-Mui Wu, Thi Chan Ngo, Kwai-Fong Man, Kan-Wan Wong, Chap Pang Ho, Liet Tse, Tsim-Shoom Lau, Gloria & Bill, Kam-Kuai Wong, Kam Mui Truong, Tin Sang Wan, Tu-Hoa Ma, Y H Tang, Ying Lin To, Mui Pham, Michael Aun, Chan Ngo, Kam Mui Man, Thuy Duong Vi, M W Wong,	440
£10	Michael & Pearl, C Y Wong, Jenny, Ngoc M Duong, T B.Lam, Mr Lu, Mr Tu	60
£5	Bunny Chea	5
Raffle prizes	Phillipe Lao Chang, Dan Chang, Yen Chang, Loi Anh Chong	30,235

The Nursery would also like to thank the other projects for their contribution and hope that the Nursery can gradually blossom