



# 2018 Annual Report for Les Petits Caméléons

## About the charity

Les Petits Caméléons, that was founded in 2013, is a school which teaches french language and french culture to primary school age pupils living within a french family environment or who have been exposed to enough french language to be able to understand spoken french. The aim is to provide support to these families who speaks french; develop their children's french skills; help them improve their communication skills and facilitate their possible integration into a french school in the future.

Les Petits Caméléons' school is based in Cambridge at these locations:

- St. Matthew's Primary School, 19 Norfolk St, Cambridge (CB1 2LD)
- Milton Community Centre, Coles Rd, Milton (CB24 6WR)
- Morley Memorial Primary School, 91 Blinco Grove (CB1 7TX)

On Saturday mornings, the school operates in St Matthew during two hours and an half. Our pupils are divided into seven classes mostly according to their age and level:

- 2 classes to improve french spoken skills (4 to 6 years old)
- 1 class to learn how to read french (6 to 8 years old)
- 4 classes to master reading skills and learn written french (8 to 13 years old).

Les Petits Caméléons also run two clubs. Every Mondays at the Milton Community Center and every Tuesdays as an after-school club at the Morley Memorial Primary School.

In total, the school has now more than 150 pupils, 8 teachers and up to 3 teacher assistant.

The teachers meet regularly to work on course content and exchange on teaching practices. Les Petits Caméléons' head teacher, Mrs Anne Pajon, meets regularly with all the teachers to discuss teaching practices, materials and the curriculum which is based on the one from France. Our head teacher regularly conducts class observations to assess teaching objectives and contents, provide feedback to teachers, and give direction to support the school's vision. The teaching staff have four yearly meetings to discuss the preparation of the new school year as well as at the end of each term to discuss term's achievements and issues as well as future plans.

Parents / teachers consultations are organised yearly. Les Petits Caméléons also bring all of the community together during the school Christmas and summer fetes.



## School's organisation

From an administrative point of view, the school is a charity and elected trustees take all decisions regarding the running of the school. The trustees are:

- Chair: Sylvain Sauvage
- Treasurer: Jonathan Delahoche
- Secretary: Dania Bachmann
- Deputy secretary: Fabien Briatte
- Head teacher: Anne Pajon
- Amélie Chappaz
- Lynda Jeannot
- Christophe Riera
- Valérie Turner-Grilheres

Les Petits Caméléons' charity recruits its trustees mostly among parents of pupils and school's teachers, but anyone can be appointed. New members may come forward at the general assembly meeting in June. Those obtaining a majority of charity members' votes are elected to become new trustees.

The committee of trustees meets one to three times per quarter depending on the level of activity, with peaks at the beginning and the end of the school year. All changes in the way the school operates are voted by the trustees during these meetings.

In 2017/2018, the committee of trustees and teaching staff have worked on Les Petits Caméléons' policy statements and published them. This gives the school a formal framework and makes it easier to operate in a more consistent and fairer way. These policies do now include a well documented recruitment policy that will warrant a fair process. Our policies can be found on our website.

## School's objectives and planned activities

The school's objectives are to achieve:

- High quality education
- Financial balance (no profit)
- Fair practice for all

Training will continuously be provided for teachers and effort will be put on improving the organisation of the school's resources. In 2017/2018, we had training for Safeguarding, First Aid, and Health and Safety have been provided to teachers and volunteers. Some teachers have also



attended specialised training provided by a french organisation based in London helping french schools established outside France to get set-up and operate called “Les Parapluies FLAM”.

Les Petits Caméléons also plan to continue extending the library with new offers and the tablets with new applications, as they have proven to be quite useful for teaching. The teachers are working on sharing and improving their training methods and materials as well as writing the school's ethos in collaboration with the pupils.

Continuous review and improvement of Les Petits Caméléons' school's policies are carried out every year.

## Contribution to the community

Les Petits Caméléons contribute to the community by offering a unique french education and french environment to french speaking pupils. The school delivers about 140 hours of teaching every year to more than 150 pupils. In addition to the success of teaching french to pupils, Les Petits Caméléons bring together the french-speaking community twice a year at specific events.

The school has been steadily growing since its creation and last year saw an increase of 50 new pupils. Most pupils stay year after year in the school after joining. Les Petits Caméléons want to thanks all the family for their support and the confidence they are showing in the charity.



## Financial report (1st April 2017 - 31st March 2018)

The following table shows the income and spend of the school in the period.

Expense		Income	
Expense source	Amount	Income source	Amount
<b>Equipment and Consumables</b>		<b>Self-funding</b>	
Dictionaries, books (1)	£ 759.15	Yearly subscriptions and teaching fees	£ 46,499.50
		Holiday clubs	£ 2,146.00
Consumables - School LPC	£ 647.93	<b>Subsidies</b>	
Consumables - Holiday Clubs LPC	£ 151.15	FLAM subsidies	£ 1,727.21
Photocopies	£ 802.15		
General Meeting & School Fêtes	£ 221.38	<b>Other source of income</b>	
<b>Rent</b>		Bank interest	£ 3.34
Rent - School LPC	£ 8,404.82	Refund	£ 106.87
Rent - Holiday club LPC	£ 736.73	Parties	£69.24
<b>Purchase services</b>			
Training	£ 433.88		
Insurance	£ 736.73		
Other	£ 597.15		
Refund (3)	£ 221.00		
<b>Teaching services</b>			
Teaching Services - School LPC	£ 27,865.66		
Teaching Services - Holiday Club LPC	£ 2,100.00		
<b>TOTAL SPEND</b>	<b>£ 43,748.07</b>	<b>TOTAL INCOME</b>	<b>£ 50,552.16</b>
		<b>DIFFERENCE</b>	<b>£6,804.09</b>

(1) Library books

(2) Tablets

(3) Refund to a family for classes not attended in third quarter.



## Cash Situation

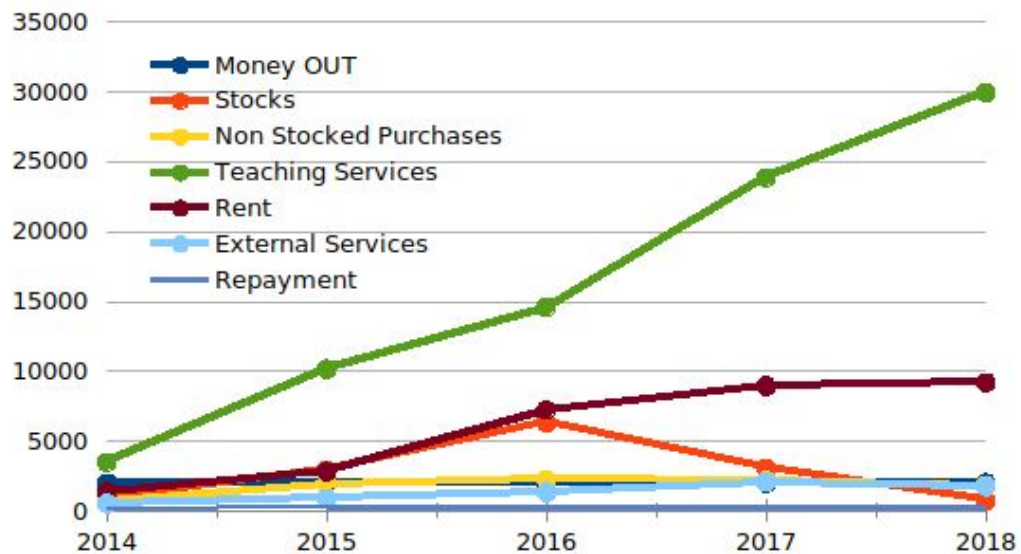
The following table shows the cash situation at the beginning and end of our financial year

Date	Current Account	Saving Account	Total
1st April 2017	£9,894.25	£10,000.00	£19,894.25
31st March 2018	£11,695.00	£15,003.34	£26,698.34

## Evolution since the school was created

The following charts show the progression of the school over the last three years:

### Expenses Summary 2018



### Account Summary

