

Management Letter

In general

On the whole the Rainbow Homes have been running quite smoothly. Children are being slotted into school as soon as they are able and there have been many activities organized for the Rainbows and by the Rainbows. They have benefited very much by the fact that they are also included in school programmes, so they get the best of both worlds.

Items on the Shopping List of 23/10/07 not dealt with in my reply of 27/10/07(figures in brackets indicate the item on the shopping list) :

a) Various Rainbow Homes (5) – the current position of each Rainbow Home is as follows :

LDS – no outstanding management issues. You have dispatched our next installment and we will inform you as soon as it arrives.

LBB – shows a serious drop in numbers because of 72 children who were persuaded by World Vision to join their home in Rajarhat after the recent Pujas. Although they are being replaced now with 45 children, whose case studies have not yet been sent, the total number in LBB now only amounts to 179. We will send a detailed analysis with the case studies for all the Homes. Some of these children may turn up later but they are not there at present and hence do not have letters. In addition, another 15 have not returned from visiting relatives in the holidays and so their letters are not there.

LDH – have written a lovely newsletter and a novel presentation on their own CDs which I am sending you separately along with the other CDs.

The construction work is dependent on the payment of the sanction fee for which we have been given a date after 10th December 2007. As soon as the fee is paid and we get the sanction plans, we will send you the final quotation. (Rs. 20,000/- reduced from Rs. 66,000/-)

LOH – no special problems.

LER – we have a group of children ready and will start with 25 before the end of December.

The construction work is dependent on the payment of the sanction fee for which we have been given a date after 10th December 2007. As soon as the fee is paid and we get the sanction plans, we will send you the final quotation. (Rs. 30,000/- reduced from Rs. 2,80,000/-)

b) Computer Education Centre (6)

The Computer Education Centre is going very well and all the children are having regular lessons.

c) Reporting on case studies and progress reports and coding (7, 8 & 9)

In view of the errors which had crept into some of the reports, we have embarked on a the reorganization of the entire reporting system so as to ensure that in future no mistakes arise due to the fact that the files have all been kept separately in the past, so cross checking was not only tedious but also prone to error.

We would now like to close off the original case studies so as to avoid confusion with relevance of facts written three years ago and today. This will prevent us from going back to earlier records and confusing them with current issues.

The new system which we have introduced is given in the attachment to be looked at by Ferdinand, in case he would like to make any comment or change. We intend to change the grade system and introduce an anecdotal method of reporting, omit all ages and replace them with birth dates. It may be noted that since 2002 with the pressure to take more and more children to build up our numbers, many children came not knowing their dates of birth, and we were unable to ascertain what the actual date was and so we made a rough computation as to their ages to get them admitted into school.

Hence, we are now doing a full overhaul of all case studies and reports, the explanation of which is given below :

Loreto Rainbow Case Study/ Progress Reports Update Dec 1 2007

1. 12 point checklist to be used to avoid and catch possible errors
2. Copy of standardized case study/ progress report to be used from now on in all Loreto centers

Commentary

a) On consulting with Mary , we have slightly modified the reports ..by closing off the original case study , so as to avoid confusion with relevance of facts written 3 years ago and today. Below the case history we have included a new commentary box for new additional information, if relevant, for each year's new report.

- b) We have done the same with the progress reports, allowing the school more reporting flexibility, without sacrificing relevancy.
- c) We suggest only important health and co-curricular activities need to be included in the grid...i.e. medals won, significant health concerns etc.
- d) All reports now have 5 digit code
- e) All reports now have correct date of birth, address, current class etc
- f) Rainbow supervisors are providing excellent, concise, updated reports for each student to be included in the commentary boxes above mentioned.
- g) It is accepted that in the past some errors have been made, due to volume of work, no., of students etc, but now reports are being updated correctly, and we can take November 2007 as the base line to ensure all data is entered correctly and all reports in Loreto centers will follow the same format. by reading from beginning of case study to end of progress report, a very accurate panorama of each rainbow child is provided

(IT IS EXPECTED ALL REPORTS FOR SEALDAH, LORETO HOUSE, BOWBAZAR ETC WILL BE FULLY UPDATED BY YEARS END 07.)

Check List LDS Rainbow -Case Studies/Academic Report

1. Ensure 5 digit code on all reports e.g. 00100
2. Match date of birth (where possible) with written age (instead of “age”) just put D.O.B on case study...thus avoiding changing ages.
3. Is address, weight/height current? (ensure KG and CM)
4. Provide Explanation and DATE for FILE CLOSED
5. Do computer “Spellcheck” on Case Study
6. Check Current Class, Medium, School is same throughout reports!!
7. Include Admission Date
8. Insert Comment for 2007 (where possible), for Academic progress, personal development, activities, health, and any Follow up comments on case study.
9. Insert at end a “Text Box” to allow for additional commentary if required (e.g. *Why a student is absent or has left program...or why sent to Loreto House etc*) Include in “Text Box” when Case Study was originally written and date of most recent update of report
10. Final step...using “window” option, split page to check both reports simultaneously to ensure conformity of data
11. On CD, try to RANK the File numbers.

**NB 1: put in red italics anything that needs further clarification*

**NB 2: if File is unfinished ..Save with “.....+++” e.g. LDSparveendas+++” and we know that this file is incomplete.*

For Case Study and Report, see attachment

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