INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

England & Wales · Charity number 1064620

Details

Other names	LEWISHAM INDO-CHINESE COMMUNITY CHINESE COMMUNITY SCHOOL
Status	Registered
Legal form	Charitable company
Company number	02701526
Registered	1997-09-29
Register	View on the Charity Commission register

Contact

Address	Lewisham Indo Chinese Community & S 33 Clyde Street London SE8 5LW
Phone	02086922772
Email	employment@indochinese.co.uk
Website	www.indochinese.co.uk

Activities

Objects: TO ADVANCE THE EDUCATION OF THE GENERAL PUBLIC IN PARTICULAR INDO-CHINESE IN THE CHINESE LANGUAGE AND CULTURE; TO PROVIDE FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND OT PROVIDE SOCIAL CARE FOR THE INHABITANTS OF SOUTH LONDON, IN PARTICULAR INDO-CHINESE REFUGEES, FOR WHICH SUCH PERSONS HAVE NEED BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES.

Activities: Day Centre services, Mandarin teaching, and Day Nursery & After-School Club services

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Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Economic/community Development/employment
- **Who:** People Of A Particular Ethnic Or Racial Origin

Geography

- **Area of benefit:** GREATER LONDON
- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£716,267	£491,299	£5,152,061	13
2024-03-31	£690,272	£423,069	£4,925,093	14
2023-03-31	£607,194	£399,922	£4,657,890	14
2022-03-31	£555,718	£363,621	£4,450,618	13
2021-03-31	£462,516	£315,864	-	-

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Trustees

Name	Role	Appointed
MOI SONG HO	Chair	2014-05-25
BINH TUYET LAM		2014-05-25
Benjamin Len-Nard Lim		2024-03-03
Cindy Kwek		2017-06-11
DUC PHUONG LUU		2014-05-25
Ha-Le Patel		2025-06-15
Hoa Hang		2025-03-02
Ke-Chuong Tran		2019-06-16
OI KHAN HOANG		2014-05-25
PANCY CHAW		2014-05-25
SAY PHU SAM		2014-05-25
TUYET MAI NGO		2014-05-25

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INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

England & Wales - Charity number 1064620

Accounts

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.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 2025

REGISTERED CHARITY NO. 1064620

REGISTERED COMPANY NO. 2701526

Company Information

TRUSTEES

Director and Chair	Moi Song Ho	
Director and Deputy Chair	Say Phu Sam	
Director and Secretary	Benjamin Lim	
Treasurer	Binh Tuyet Lam	
Member	Mai Quan	
Member	Duc Phong Luu	
Member	Oi Khan Hoang	
Member	Tu Chan Tran	(resigned 03.04.2024)
Member	Pansy Chaw	
Member	Cindy Kwek	
Member	Ke Chuong Tran	
Member	Hoa Hong	(appointed 02.03.2025)

Company Information

Centre Manager and Head Teacher	Van Cuong Truong MBE
Trainee Centre Manager and Nursery Operations Manager	Wei Fenby
Company Number	2701526 (England and Wales)
Charity Number	1064620
Registered Office & Trading Address	33 Clyde Street London SE8 5LW
Bankers	Barclays Bank Plc Rotherhithe Surrey Docks Branch Ploughway London SE16 2LW Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Bank of Taiwan Level 5 City Tower 40 Basinghall Street London EC2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ
Accountants	Paige-McLean & Co. Accountants 11 Strangford Place, Broomfield Herne Bay Kent CT6 7UJ
Auditors	Wensen Archer Corporate Services Limited 167-169 Great Portland Street London W1W 5PF

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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THE CHAIR'S REPORT 2024/2025

The year 2024/2025 has been a difficult and challenging year, with high inflation rates, energy prices, and cost of living which caused significant impact on our revenue and operations across all projects, including Day Centre services, Day Nursery & After-School Club services, and Saturday Chinese School all being affected.

The SHP, now operating without the core funding from Lewisham council, has been difficult to maintain its operations. However, we use our reserve to cover the cost of service and continuously maintain SHP services, mainly focusing on managing and supervising all the other projects running under the community centre. Also, the centre is seeking our own source of income, including continuously developing Elderly Day Centre services, Day Nursery services & After-School Club, and Saturday Chinese School.

Despite the financial constraint and the shortage of manpower, with all staff's dedication and co-operation, the centre has been managed well as we wished to continue providing multiple and comprehensive services for the members of Lewisham Indo-Chinese community and its neighbouring areas such as Southwark and Greenwich.

During the year 2024/2025 the following services have been provided for the members of Indo-Chinese Community in southeast London:

- **Self-Help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. This project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Elderly Day Centre / Luncheon Club, Saturday Chinese School, and Day Nursery & After-School Club services.

- **Elderly Day Centre Project** is managed by one part-time manager, 1 full-time driver/caretaker, and 1 part-time kitchen assistant. It currently operates 2 days a week (Tuesdays and Thursdays), along with luncheon club providing catering services during weekdays (Monday to Friday) for day nursery children, staff, contracted members from the boroughs of Lewisham, Greenwich, and Southwark. The day centre has also developed food ordering and delivery services, helping staff, elderly members, and community members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted prices. In order to provide better services for all services users, a brand-new electric mini-bus has been in operation since June 2024. The central kitchen has also been refurbished

and upgraded with brand-new cupboards and appliances (eg. cooker, steamer, over, dishwasher, etc.) since May 2024. Solar panels have also been installed to generate electricity since June 2024.

- **The Chinese Community School:** is operated with 1 headteacher, other 6 teachers, and 2 teaching assistants. It has provided Chinese Mandarin teaching and Chinese GCSE exam courses, cultural studies, etc. It has 91 pupils registered in 6 classes, opening on Saturdays from 9.40am to 1.30pm during term times. However, the school's youth leisure service, originally run from 10.30am till 12.40pm, 36 weeks per year, has ceased its operations after Covid Pandemic due to lower number of pupils registered.

- **Indo-Chinese Little Rainbow Day Nursery & After-school club:** The day nursery, rated 'Outstanding' by Ofsted twice consecutively in September 2018 and in June 2024, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month-olds to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one registered Manager, one Operations Manager, one Deputy Manager, and other 6 full/part-time nursery workers. Under the same Ofsted registration, the after-school club also operates from Monday to Friday between 3.30pm and 6pm, term-times only, providing childcare for primary school children. In order for the innovation and modernisation of the nursery services, newly-designed outdoor facilities with a new climbing frame, a tunnel, and artificial grass have also been installed to provide high quality of early years environment for children.

Grants received for the year 2024/2025

A total grant of **£1,211.00** (£535.00 in August 2024 and £676.00 in September 2024) was received from the Taipei Representative Office in the UK to organise various competition activities at the Chinese School.

Special thanks to Mr Van Cuong Truong MBE the Centre Manager, who has been dedicatedly serving as the person in charge for the Indo-Chinese Little Rainbow Day Nursery since 2007. Also special thanks to Mrs Lan Huynh for offering technical support and innovation to Indo-Chinese Little Rainbow Day Nursery.

As the chair of the Management Committee, my sincere gratitude goes to all staff whose dedication and contribution make a success of the organisation. Without these highly qualified workforces, we would not be able to provide such significant services during the financial year 2024/2025.

Self-Help Project:

Mr. Van Cuong Truong MBE	F/T Centre Manager

Day Centre Services Project

Mrs Lan Huynh	F/T Deputy Centre Manager
Mr Thuan Tien Nguyen	F/T Driver/Care-taker
Ms Jian Lan Chen	P/T Kitchen Assistant / Cleaner (Left on 30.08.2024)
Ms Ngoc Anh Tran	P/T Kitchen Assistant / Cleaner (Started on 02.10.2024)

Chinese Community School Project

Head Teacher:	Mr Van Cuong Truong MBE
Teachers:	Mrs Lan Thi Huynh
	Mr Wei Fenby
	Mrs Yieng Kiong Wong
	Miss Yu-Tseng Hsiao (Started 20.04.24; Left 22.06.24)
	Miss Nga Ki Yu (Left 13.04.24)
	Miss Yun Shu Zhang (Left 06.07.24)
	Ms Yu Ping Tan (Left 06.07.24)
	Miss Hong-Miao Liu (Started 08.06.24)
	Ms Chin Tzu Lin (Started 07.09.24)
	Ms O Yung Chan (Started 21.09.24)
Teaching assistants:	Ms Qiu Hua Liu
	Ms Hsiu Fang Jao (Started 07.09.24; Left 02.11.24)
	Ms Pui Yee Ng (Started 07.09.24; Left 14.12.24)
	Miss Christy Ping (Started 11.01.25)

Indo-Chinese Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
Mr Wei Fenby	FT Trainee Centre Manager & Nursery Operations Manager		
Ms Sow Yin Lee	FT Deputy Manager		
Ms Thi Thuy Anh Lam	FT Nursery worker		
Mrs Qiu Hua Liu	PT Nursery worker		
Ms Deli He	PT Nursery worker		
Mrs Weihong Jeffery	PT Nursery worker		Left 27.02.25
Ms Jing Wang	PT Nursery worker	Started 12.03.24	
Mr Ka Wo Hu	PT Nursery worker	Started 30.04.24	Left 26.09.24
Ms Hsiu Fang Jao	PT Nursery worker	Started 18.06.24	Left 22.11.24
Ms O Yung Chan	PT Nursery worker	Started 23.09.24	
Ms Pui Yee Ng	PT Nursery worker	Started 11.11.24	Left 30.11.24
Miss Christy Ping	PT Nursery worker	Started 05.03.25	

On behalf of the Management Committee, I would like to take this opportunity to thank the following organisations for their supports:
Taipei Representative Office in the UK
Taipec Ltd.
Kam Kee Ltd.
Fu Qing Supermarket

Ms Moi Song Ho
Chair

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2025

The directors and trustees present their report and accounts for the year ended 31st March 2025.

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 trustees and the committees responsible for each project meet regularly to manage affairs. The projects are managed daily by the centre manager with the assistance of two other full-time members of staff.

Achievements and performance
Even though under threat of financial constraint and shortage of manpower, with the dedication and co-operation of staff, the centre has managed as well as we wished to and continued to provide multiple and comprehensive services for members of Lewisham Indo-Chinese community in Southeast London:-

Day care centre – this service runs 2 days a week catering for subscribed members including disabled and wheelchair users. It provides day care services for contracted clients in the Boroughs of Lewisham, Southwark and Greenwich. The day centre also provides food ordering and delivery services, helping staff, elderly members and committee members to purchase vegetables, fruits, seafood, southeast Asian products, etc. at discounted prices.

In order to provide better services for all services users, a brand-new electric minibus was purchased during this financial year and is currently fully operational, since summer 2024. The central kitchen has been refurbished and upgraded with brand new cupboards and appliances (eg cooker, steamer, oven, dishwasher, etc) in May 2024. Solar panels were also installed in June 2024 to generate electricity as a cost saving measure against price increases.

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studies, traditional dancing and folk songs. It has 91 pupils registered in 6 classes. The youth leisure service which ran for 36 weeks each year, has ceased its operations due to lower number of pupils registered since Covid.

Little Rainbow Day Nursery - provides bi-lingual day nursery services to children from 6 months to 5 years old, rated 'outstanding' by Ofsted in September 2018 and in June 2024. This is a year-round operation open to all at an affordable cost. The after-school club operates from Monday to Friday, 3:30pm to 6:00pm, term-time, only, providing childcare for primary school aged children (5- to 12-year-olds). In order for the innovation and modernisation of the nursery services, newly designed outdoor facilities with a new climbing frame, a tunnel and artificial grass were installed in January 2024 at a total cost of £36,744, including VAT.

Reserves policy
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 periodically, and the further development of community services.

Financial review
The year 2024/2025 has been a difficult and challenging year. Ongoing increase in inflation rates, energy prices, and cost of living caused significant impact on our revenue and operations across all projects. The Day Nursery and After School Club services, Day Centre services, and Saturday Chinese School were all affected. The prudence of having time deposits ensured that investment income is a major factor ensuring the financial survival of the charity. The negative impact of COVID is still being felt and is taking longer than anticipated to recover.

Since July 2015, Lewisham council has ceased funding our Self-help project, which has had a significant impact on our service. To date, we have used our reserves to cover the cost of the service and focussed on managing and supervising all the other projects running under the community centre. The centre continues to seek our own sources of funding, including continuously expanding the Day Nursery service, developing the After-School Club provision and Saturday Chinese School.

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

The directors who served during the year were:

Moi Song Ho
Say Phu Sam
Benjamin Lim

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.

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.

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commissioners in respect of public benefit.

Statement of disclosure of information to auditors

The directors and trustees of the charity who held office at the date of approval of this trustees report confirm that:

- In so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware; and
- They have taken all steps that they ought to have taken as trustees and directors in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Wensen Archer Corporate Services Limited will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

Small Company regime

This report has been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

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

MOI SONG HO
Director and Trustee

Dated 15th June 2025

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

Opinion

We have audited the financial statements of Indo-China Refugee Group Chinese Community School (the "Charity") for the year ended 31 March 2025 which comprise the Statement of Financial Activities, incorporating the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2025 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees/Directors for the financial year for which the financial statements are prepared isconsistent with the financial statements; and
- the Report of the Trustees/Directors has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL continued

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Siang Lin CHOO FCCA
(Senior Statutory Auditor)
for and on behalf of
Wensen Archer Corporate Services Limited
Statutory Auditors
167 – 169 Great Portland Street
London W1W 5PF

Date: 25 July 2025

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2025

	Notes	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total Funds 2025 £	Total Funds 2024 £
INCOME FROM:					
Donations and legacies					
Building Maintenance Fund		-	-	-	-
Community Centre		-	-	-	-
Day Nursery Centre		-	193,897	193,897	136,135
Elderly People Service Project		-	-	-	-
Chinese Community School		-	5,721	5,721	4,771
Youth Association		-	-	-	-
		-	199,618	199,618	140,906
Investments		1,734	145,661	147,395	99,876
Charitable activities					
Building Maintenance Fund		-	-	-	-
Community Centre		3,600	-	3,600	3,680
Day Nursery Centre		-	309,492	309,492	394,715
Elderly People Service Project		-	37,994	37,994	34,243
Chinese Community School		-	18,168	18,168	16,852
Youth Association		-	-	-	-
		3,600	365,654	369,254	449,490
TOTAL INCOME		5,334	710,933	716,267	690,272
EXPENDITURE ON					
Charitable activities		39,965	358,826	398,791	358,100
Other		51,646	40,862	92,508	64,969
TOTAL EXPENDITURE		91,611	399,688	491,299	423,069
NET INCOME/(EXPENDITURE)	2	(86,277)	311,245	224,968	267,203
		-	-	-	-
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(86,277)	311,245	224,968	267,203
TRANSFERS	3	114,000	(114,000)	-	-
		27,723	197,245	224,968	267,203
TOTAL FUNDS BROUGHT FORWARD		278,426	4,646,667	4,925,093	4,657,890
PRIOR YEAR ADJUSTMENT		-	2,000	2,000	-
TOTAL FUNDS CARRIED FORWARD		306,149	4,845,912	5,152,061	4,925,093

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF FINANCIAL POSITION
AS AT 31ST MARCH 2025

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2025	2024
		£	£	£	£
FIXED ASSETS					
Tangible	4	151,258	1,602,511	1,753,769	1,588,184
CURRENT ASSETS					
Debtors	5	5,715	101,715	107,430	99,143
Cash at Bank and in Hand	6	163,408	3,161,402	3,324,810	3,271,271
		169,123	3,263,117	3,432,240	3,370,414
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	7	11,232	22,716	33,948	33,505
NET CURRENT ASSETS		157,891	3,240,401	3,398,292	3,336,909
NET ASSETS		309,149	4,843,912	5,152,061	4,925,093
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	11	309,149	-	309,149	278,426
Restricted Funds:	11				
Building Maintenance Fund		-	1,717,666	1,717,666	1,708,845
Day Nursery Centre		-	2,049,408	2,049,408	1,796,400
Elderly People Service Project		-	795,450	795,450	873,534
Chinese Community School		-	248,857	248,857	237,328
Youth Association		-	31,531	31,531	30,560
		309,149	4,842,912	5,152,061	4,925,093

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 15 June 2025 and were signed on its behalf by:

MOI SONG HO
Director

INDO-CHINA REFUGEE GROUP CHINESE COMMMUNITY SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2025

	2025	2024
	£	£
Net cash provided by (used in) operating activities	259,480	216,123
Cash flows from investing activities:		
Net Cashflow on Sale of Fixed Assets	1,000	
Purchase of property, plant and equipment	(206,941)	(37,742)
(Net cash provided by (used in) investing activities	(205,941)	(37,742)
Cash flows from financing activities:		
Change in cash and cash equivalents in the reporting period	53,539	178,381
Cash and cash equivalents at the beginning of the reporting period	3,271,271	3,092,890
Cash and cash equivalents at the end of the reporting period	3,324,810	3,271,271

NOTES TO THE STATEMENT OF CASH FLOWS
Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2025	2024
	£	£
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	224,968	267,203
Adjustments for:		
Depreciation charges	40,356	11,952
(Increase)/decrease in debtors	(6,287)	(56,055)
Increase/(decrease) in creditors	443	(6,977)
Net cash (used in)/ provided by operating activities	259,480	216,123

Analysis of cash and cash equivalents

	2025	2024
	£	£
Cash at bank and in hand	3,324,810	3,271,271

1. ACCOUNTING POLICIES

The following accounting 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, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

The company is a public benefit entity as defined by FRS 102. The directors and trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are presented in sterling, which is the functional currency of the entity.

Fixed assets and depreciation

Depreciation is provided 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

No depreciation is provided on the cost of the Freehold Building on the grounds that it would be immaterial because its estimated residual value is not lower than its cost, given the scale of the increase in London property values in the twenty-three years since it was built. Fixtures & Fittings Additions include costs for installation of solar panels and the kitchen.

Investment gains and losses

Investments are stated at market value and the annual unrealised gain or loss is shown in the statement of financial activities. Realised gains and losses are shown when the investment is sold, or redeemed at par.

Fund transfers

Transfers between funds are included only where restrictions permit such transfers or it is necessary to properly reflect the underlying assets of the fund.

Pension contributions

The charity operates a defined contribution pension scheme with The People's Pension and the pension charge represents amounts payable by the charity to the fund in respect of the year.

Income recognition

Grants and legacies are accounted for as soon as the charity is notified of its legal entitlement and the amount due. Fees are recognised when invoiced. Interest is accounted for when receivable. Where separate accounts are held for funds, interest is credited to that fund. Other interest is apportioned to individual funds on an average basis.

Expenditure recognition

Expenditure is accounted for as incurred, or when there is a legal obligation for payment, and is accounted for gross of VAT. Costs incurred are allocated on an actual basis to the project to which it relates.

Current assets

Amounts owing to the charity as at 31st March are shown as debtors. Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the following year

Current liabilities

Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that were not settled as at that date.

2. NET INCOME

	2025 £	2024 £
Net income is stated after charging:		
Depreciation of tangible fixed assets	40,356	11,952
Auditors remuneration including VAT (for audit services)	4,320	4,320

3. TRANSFERS BETWEEN FUNDS

	2025 £	2024 £
From the restricted Day Nursery fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building	66,000	66,000
From the restricted Elderly People Service Project fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building.	48,000	30,000
	-	-
	£114,000	£96,000

4. TANGIBLE FIXED ASSETS

	Building Project £	Fixtures & Equipment £	Mini Buses £	Total £
COST				
Balance at 1st April 2024	1,515,454	217,462	39,440	1,772,356
Additions	-	126,673	80,268	206,941
Disposals	-	-	(39,440)	(39,440)
Balance at 31st March 2025	1,515,454	344,135	80,268	1,939,857
DEPRECIATION				
Balance at 1st April 2024	-	144,733	39,439	184,172
Charge for the year	-	21,288	20,067	41,355
On Disposals	-	-	(39,439)	(39,439)
Balance at 31st March 2025	-	166,021	20,067	186,088
NET BOOK VALUE				
Balance at 31st March 2025	1,515,454	178,114	60,201	1,753,769
Balance at 31st March 2024	1,515,454	72,729	1	1,588,184

5. DEBTORS AND PREPAYMENTS

	2025 £	2024 £
Day Centre Debtor	4,848	3,092
Accrued Interest on Deposits	90,062	77,219
Prepayments	10,080	16,612
Owed between Projects	2,440	2,220
	107,430	99,143

6. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £196,834 as a building maintenance fund.

7. LIABILITIES: AMOUNTS FALLING DUE WITHIN 12 MONTHS

	2025	2024
	£	£
Monies Received in Advance	15,886	16,829
Accruals	15,622	14,456
Owed between Projects	2,440	2,220
	33,948	33,505

8. STAFF COSTS

	2025	2024
	£	£
Salaries and benefits	299,208	276,276
Employer's national insurance	26,806	22,643
Pension costs	11,812	9,551
Pension software	936	936
Training	297	(57)
	339,059	309,349

During the year, the average number of employees was 13 (2024 – 14). No employees were paid more than £60,000. Centre Manager, his deputy 10 day nursery staff, 2 day centre manager and 1 caretaker/driver for the Elderly Project.

9. PENSION COMMITMENTS

The Charity operates a defined contribution scheme for staff. The assets of the scheme are held separately from those of the company in an independently administered fund.

10. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

No remuneration was paid to trustees in the year, and no expenses were reimbursed. The aggregate of unconditional donations paid to the charity during the year was £Nil. There were no conditional donations.

11. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

The funds of the COMMUNITY CENTRE, which is largely funded by contributions from the other projects, are unrestricted, and are used for the upkeep of the building at 33 Clyde Street, Deptford, London. It has also assumed responsibility for the functions of the Self Help Project, which enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service.

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND
Monies set aside for future investment into land and buildings.

DAY NURSERY CENTRE
Bilingual Mandarin and English day nursery providing day care and childminding for children aged 6 months to 5 years.

ELDERLY PEOPLE SERVICE PROJECT
The Day Centre provides a safe and friendly space for its users to enjoy socialising, gentle exercise, healthy luncheon and the care service in the centre.

CHINESE COMMUNITY SCHOOL
To provide schooling to children in the Chinese community in Chinese language and culture.

YOUTH ASSOCIATION.
The Youth Club was combined with the charity during the year ended 31st March 2018.
It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

12. GENERAL INFORMATION

Indo-China Refugee Group Chinese Community School is incorporated in England as a company limited by guarantee therefore having no share capital.

The registered office is 33 Clyde Street, Deptford, London SE8 5LW and
The registered number is 02701526

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INDO-CHINA REFUGEE SELF-HELP PROJECT
ANNUAL REPORT 2024/2025

Introduction

It has been 41 years since the inception of the project in 1984, and its location has attracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now thousands of Indo-Chinese and Vietnamese people living in Lewisham and its neighbouring areas of Greenwich and Southwark, becoming one of the districts with the highest Chinese population in the capital.

Due to Lewisham council's funding cut, the Self-help project has lost its core funding and has been drastically reduced. We no longer provide advices on Welfare, DSS or housing, nor charging standard membership fees. However, additional charges for individual services, such as verifying photos for passport application, were implemented in order to support the continuation of the project.

The services run by Indo-Chinese Community Centre are as below:

1. Self-help Project: The project is staffed by one manager, self-funded by the Indo-Chinese Elderly Services Project. The project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Day Nursery services / After-School Club, and Chinese School. In May 2024, a total of 81 solar panels have been installed on the centre's rooftop, with 2 invertors, and a battery system containing 4 batteries to store over-generated electricity, at a total cost of **£60,003.60 (including VAT)** serviced by South East Solar Energy Ltd.

2. Mother Tongue Education Project: The aim of the project is to run Mandarin Chinese Classes for Indo-Chinese children living in the Boroughs of Lewisham, Greenwich, Southwark and its neighbouring areas. All classes are taught on Saturdays from 9.40am to 1.30pm with 4 lessons during term times, and pupils can take courses leading up to GCSE examinations. However, previously affected by the impact of Covid-19 pandemic, the number of pupils registered still remained relatively lower than pre-pandemic years. Currently there are 91 pupils registered with a total of 6 classes including Lower Nursery, Upper Nursery, and from Year 1 to Year 4. The total number of staff consists of 1 headteacher, 6 teachers, and 2 teaching assistants.

3. Little Rainbow Day Nursery & After-School Services:

It is an Ofsted-rated 'Outstanding' nursery, providing full-day care for the children from 6 months to 5 years old with bilingual teaching (English and Mandarin Chinese), opening 5 days per week from 8am to 6pm, whole year round except one-week closure during Christmas and New Year hoildays. The Day Nursery is staffed by one registered Manager, one Operations Manager, one Deputy Manager, and other 6 full/part time nursery workers,

with the After-School Club provision also operating under the Nursery's Ofsted registration, providing services for primary school children from age of 5 to 11 during term times. In June 2024, the nursery was once again rated 'Outstanding' by Ofsted — the second consecutive time since 2018.

4. Indo-Chinese Day Centre Services:
This project is staffed with one manager, one full-time driver/caretaker, and one part-time kitchen assistant. The project provides social/festival/cultural activities, lunch, home visits, transport, opening two days per week (on Tuesdays and Thursdays) from 10am to 3pm all year round except one-week closure during Christmas and New Year period. The day centre is well-facilitated with sufficient space to enable elderly people to take part in social activities, allowing them to escape from the confines of their homes. There are well-trained and experienced staff to assist the attendees. The project also gives relief to the heavy workload of the home carers. In order to provide better services for all service users, a brand-new electric mini-bus (MAXUS eDeliver-9, at a total price of **£79,992.50**) was delivered on Thursday 20th June 2024 and has been in full operation since then. In May 2024, the central kitchen was refurbished and upgraded with brand-new cupboards and appliances including a *Front Trough Wok Cooker*, four sinks with two boiling-water taps, an electric steamer, a gas oven, a dishwasher, new flooring, and a new gas safety valve, at a total price of **£63,129.13** (including VAT).

5. Youth Club: The club used to run on Saturdays at the Chinese community school from 10.30am to 12.40pm during term times, operated on a voluntary support providing bottled water and snacks. However, after the Covid pandemic, all youth club activities have been ceased as a result of low number of pupils at Chinee School and high running cost.

6. A Mini Library: The library holds over 5,000 Chinese books and is attached to the community school. In addition, there are many DVDs of Chinese history and culture to let free of charge.

7. Gei Sian Thang (worship room): Based on the first floor of the community centre, it aims to meet the spirit needs of the Indo-Chinese and Vietnamese people who believe in Buddha and Quan Yin (a goddess). Each year, there are various ceremonies being held, giving the elderly and community members hope and peace of mind.

Self-help Project Annual Report April 2024 – March 2025

The table below shows the total caseworks that have been carried out during the period from April 2024 to March 2025.

April 2024 - March 2025	Admin	Education	Banking	Management/ Supervision	Others	Total
1st Quarter Apr-Jun 2024	155	33	14	68	49	319
2nd Quarter Jul-Sep 2024	145	31	9	57	53	295
3rd Quarter Oct-Dec 2024	167	35	16	65	36	319
4th Quarter Jan-Mar 2025	146	61	15	92	33	347
Total	613	160	54	282	171	1280

Admin

Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Obtaining clients signatures for invoices; Issuing contracts to staff members; Responding to letters/emails/calls on a daily basis; Instructing staff to complete administrative work; Updating SHP petty cash record; Checking meeting minutes/reports of all projects; Preparing payrolls; Double-checking every month's pay slips; Sorting out staff's holiday entitlements; Chasing outstanding invoices; Instructing the bookkeeper on accounting matters; Contacting Taipei Representative Office in the UK; Advertising job vacancies and job descriptions; Booking DBS check appointments for staff; Issuing reference letters to former employees

Education

Dealing with parents' major requests and other matters of Community School; Preparing test sheets for Community School; Recruiting teaching staff; Contacting Taipei Representative Office in the UK in regard to school activities; producing new pupils' ID cards; Arranging school's lesson timetable; interviewing new teaching staff

Banking

Dealing with matters related to bank accounts; Deposit at bank; paying in cheques; negotiating best possible interest rates for fixed term deposits

Management/Supervision

Interviewing job applicants for nursery/school vacancies; Reviewing and updating all projects' policies and procedures; Participating in Day Nursery's staff meeting and management meeting; Giving constructive guidance in regard to staff management; Carrying out one-to-one supervision and annual appraisals on staff across all projects; Supervising Day Nursery's management; Overseeing all projects and participating in all project meetings; Contacting insurance companies for annual insurance policy renewal.

Others

Dealing with matters of building maintenance issues; Interviewing job applicants for vacancies; Obtaining signatures for cheques; Purchasing and ordering food for the centre and community members; Solving the mini-bus repair and maintenance issues; Dealing with matters regarding solar panel installation and central kitchen refurbishment.

Donations received during the financial year 2024/2025

The donations received during the financial year 2024/2025 are as below:

Wei Fenby £800
Van Cuong Truong £400
Thi Lan Huynh £400
Keith T Tsang £480
Pensy Chaw £400
Tony Chaw £300 + 1 brand-new wheelchair
Qiu Hua Liu £120
Michelle Lin £300
Yieng Kiong Wong £200
Benjamin Lim £25
Thi Ta Hoang £70
Jian Lan Chen £20
Minh Tat £100
Duc Phuong Luu £100
Mai Quan £70
Moi Song Ho £150
Ke Chuong Tran £80
Ngoc Thi Huynh £40
Le Binh Han £40
Bao Thuy Ngo £50
My Chau Trieu £50
Xuan Mai Truong £30

Total £4,225

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE GROUP
THE CHINESE COMMUNITY SCHOOL
ANNUAL REPORT 2024/2025

Introduction:

Previously due to Covid pandemic, Chinese school's operations have been severely affected, with the number of registered pupils dropped significantly comparing to pre-pandemic levels. Despite this negative impact, the school has slowly recovered from the aftermath of Covid pandemic during this financial year. With many parents and nursey children expressing their willingness to continue learning Mandarin Chinese at Saturday Chinese School for next academic year, we hope the number of pupils would gradually return to pre-pandemic levels in the near future.

During the financial year of 2024/2025, there were 91 pupils registered, with 6 classes staffed by a headmaster, other 6 teaching staff members, and 2 teaching assistants. The Chinese school provides 4 lessons per weekend, 36 weeks per year, with school hours from 9.40am to 1.30pm (50 minutes per lesson, 10 minutes break in between). While this year's Chinese New Year was celebrated internally with pupils' performances combining with the singing competition, other activities such as Children's Chinese Competency Certification Exam (CCCC) and Summer Play Scheme have all been ceased until further notice.

The school curriculum consists of the Chinese primary education (Year 1 to Year 4) and two nursery classes (Lower Nursery and Upper Nursery). Chinese GCSE is also taught for the pupils from Year 4. The following are the contents of the School curriculum: Reading, Tang poetry, Chinese history, Composition, Mandarin Phonetic Symbols, Characters writing, and Sentence-making, as well as singing lessons (for Lower and Upper Nursery). The Chinese School is open to children aged 5 to 18 for registration. Most of the pupils are Chinese from Indo-China, mainland China, and Taiwan, living in the Borough of Lewisham and its neighbouring boroughs such as Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds (eg. British, Vietnamese, African, other Europeans, etc) also join the Chinese School to learn Mandarin.

Number of Pupils in Different Age Ranges:
Age between 5—7 (Lower Nursery to Upper Nursery): 38
Age between 8—11 (Year 1 to Year 2): 32
Age between 11+ (Year 3 and 4): 21

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 91

Lower Nursery: 21	Upper Nursery: 17	Year One: 22	Year Two: 10
Year Three: 9	Year Four: 12		

LIST OF TEACHING STAFF (Starting from September 2024)

NAME	POSITION HELD	NAME	POSITION HELD
Mr V.C. Truong MBE	Headmaster; General Knowledge (History) teacher	Miss Hong Miao Liu	Teacher of Lower Nursery
Mrs T. L. Huynh	Head of Library/Academic section; Teacher of Year 3	Ms Chin Tzu Lin	Teacher of Upper Nursery
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 4	Ms O Yung Chan	Teacher of Year 2
Ms Yien Kiong Wong	Teacher of Year 1	Ms Qiu Hua Liu	Teaching Assistant of Upper Nursery Class
Miss Christy Ping	Teaching Assistant of Lower Nursery Class		

Other School Activities

27/04/2024: Chinese Character Dictation Competition (whole school participating) ; Parents Evening

11/05/2024: Chinese Character Writing Competition (whole school participating)

25/05/2024: Calligraphy Competition (Year 2 to Year 5 participating)

06/07/2024: The End of Academic Year 2023/24

07/09/2024: The new academic year 2024/25 started, with 91 pupils registered.

28/09/2024: The first fire drill practice for all pupils and teachers; Confucius Day (Teachers' Day) celebration

09/11/2024: Nursery's 17th Anniversary & Ofsted 'Outstanding' rating celebration

07/12/2024: Speech Competition, with 44 pupils participating.

01/02/2025: **Singing Competition, with 42 pupils participating. Chinese New Year (Year of the Snake) was celebrated internally at school with pupils' dance performance from two Nursery classes.**

01/03/2025: The second fire drill practice for all pupils and teachers; Sentence-making and Dictation competition (whole school participating)

15/03/2025: Parents Evening.

22/03/2025: Phonetic Symbols and Dictionary-lookup competition (whole school participating)

Gratitude

1. The Overseas Community Affairs Council (OCAC) contributed Chinese textbooks and teaching materials for the academic year of 2024/2025.
2. Taipei Representative Office in the UK contributed a grant of **£1,211.00** for school's academic and cultural competitions.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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Indo Chinese Little Rainbow Day Nursery Centre
Annual Report 2024-2025

Registration and Attendance

Up until the end of March 2025, there were 7 babies, 15 toddlers & 16 reception children (38 in total) registered at Little Rainbow Day Nursery. Between January and March 2025, 1 new children joined the nursery. However, 1 child left during this quarter due to family relocation. The table below shows the attendants for each room:

Baby Room	April, May, June 2024			July, August, Sept 2024			October, November December 2024			January, February March 2025			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	114	0	1	109	7	12	119	0	18	65	1	1	407	8	32
Part Time	358	9.5	22.5	278	10	27	403.5	5.5	14.5	98	10.5	8	1137.5	35.5	72
Total	472	9.5	23.5	387	17	39	522.5	5.5	32.5	163	11.5	9	1544.5	43.5	104

Toddler Room	April, May, June 2024			July, August, Sept 2024			October, November December 2024			January, February March 2025			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	74	0	21	186	12	4	52	4	15	62	4	2	374	20	42
Part Time	341	4.5	25	387	16.5	4.5	439.5	8	23	359	5	7	1526.5	34	59.5
Total	415	4.5	46	573	28.5	8.5	491.5	12	38	421	9	9	1900.5	54	101.5

Reception Room	April, May, June 2024			July, August, Sept 2024			October, November December 2024			January, February March 2025			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	539	2	50	130	6	13	296	0	10	130	6	10	1095	14	102
Part Time	464.5	14	48	414.5	18	30	546	21	49	412.5	10	25	1837.5	63	229.5
Total	1003.5	16	98	544.5	24	43	842	21	59	542.5	16	35	2932.5	77	331.5

Staff Structure

Our staff consisted of 2 community centre managers, 1 registered manager, 1 operations manager, and 6 full-time/part-time nursery workers up until the end of March 2025. Among our nursery workers, 5 hold an Early Years Educator level 3 Childcare Level 3 qualifications and above; 1 staff is on her Early Year Educator Level 2 training course and will finish her qualification in August 2025. In this quarter, 1 staff left due to personal reasons. However, 2 new staff joined our team. The nursery project has been recruiting and training prospective new staff and encourage potential staff to enrol the Early Year Educator Training Programme.

Management

To improve the communication between management and staff, we arrange all-staff meetings every 5-6 weeks. These meetings mainly allow staff to discuss matters regarding daily practices of the nursery, whilst also allowing them to share teaching ideas & thoughts. There have also been Management Meetings taking place every 6 weeks,

dealing with any issues across the 3 rooms & nursery operation. For individual monitoring, we arranged one-to-one discussion which provide an opportunity for staff to evaluate their performance and share their views with management. We also review staff performance once a year through annual appraisals.

Improvements throughout the year

- Management to provide (annual topics) guidance and support to staff on preparing the weekly plans
- Encourage staff to recommend potential workers to work in the setting.
- Provide a show-around to new parents on Fridays evening from 5pm by appointment.

Nursery viewing

The table below shows the total show-arounds we provided from April 2024- March 2025.

Month	Baby Room	Toddle Room	Reception Room	Total
April -June 2024	3	1	1	5
July – September 2024	2	1	-	3
October – December 2024	2	1	-	3
January – March 2025	6	2	2	10
Total	13	5	3	21

Further Improvements

- Ensure 2 managers and all staff follow all the policies and procedures, including the OFSTED safeguarding guidelines and conduct their work to the standards set by the centre.
- To continue to recruit more qualified staff.
- To continue developing existing staff members' knowledge and skills.
- To implement more Chinese teaching in multiple cultures such as songs, poem etc.
- To create more interesting and mentally stimulating activities in play time.

Summary from each room

1.Baby Room

Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction with children. We provide props that are related to the stories and rhymes to attract children's interest. Younger children communicate needs and feelings in a variety of ways which include attention seeking and babbling. Some can make their own sounds in response when they are interacting with familiar staff. We also encouraged children to look at books and other printed materials whenever possible. They are supported to handle books with interest. New songs are taught to the children both in English and Chinese; old songs will be repeated regularly. Children learned topics such as New year, Healthy eating, Fruits and Vegetables, Chinese New Year, Year of Dragon, All about Me, My family, Mother's Day, Dental health, Sensory play, Farm animals, Zoo animals and Easter. Weekly plannings were planned by all room staff according to the topics.

2. Toddler Room

In Toddler room, we use English and Chinese Mandarin throughout all activities and daily communications. Flash cards & props are used to motivate their learning. Each staff takes turns to do the weekly planning and it is done in advance to fit the children's needs and interests. The topics covered included New year, Healthy eating, Fruits &Vegetables, Chinese New Year, All about Me, My family, Mother's Day, Dental health, Sensory play, Farm & Zoo animals and Easter. We follow the EYFS which covers 7 areas to support and promote children's development. Children are encouraged to share their interests and explore different skills and understand the world. Children participated in varieties of indoor and outdoor activities to help them to practice their fine motor and gross motor skills. We teach children healthy eating, good table manners and good behaviour. Children singing nursery rhymes and listening to the stories in Chinese and English; to learn the names of objects, numbers, colours, shapes & Alphabets.

3. Reception Room

We evaluate our practice regularly to identify anything that can be improved in the Reception Room. Teachers support children to learn to recognize, identify numbers through counting, singing number rhymes or songs. We set targets for children who graduate in July to learn the alphabet and how to write their names. This quarter, we implemented topics in our weekly learning such as New Year, New Year's Resolution, Chinese New Year, Year of the Dragon, Fruits and Vegetables, My body ,5 senses, Dental Health, My Family, African animals, Mother's Day. Zoo animals and Easter. Through story time, children learn to respond to what they hear with relevant comments. They are encouraged to pay attention to what others say and respond appropriately while engaged in another activity.

Events & Trainings

World Book Day 6/3/2024

Group photos with 2024 graduates 29/5/2024

On 29th May, all children and staff participated in the group photo shoot with the graduates of 2024. A professional photographer came to the setting for these momentous moments in the life of the graduates.

Dragon Boat Festival 6/6/2024

The Indo-Chinese Community Centre and the nursery held a joint celebration for the Chinese Dragon Boat Festival on 6th June, providing the nursery's children an opportunity to perform in front of many guests. We have 32 parents who participated in this event. Children sang their favorites nursery songs and rhymes and moved to the music, bringing a lot of laughter and happiness to the celebration.

Outing for 2024 graduates 28/6/2024

Graduation Ceremony on 3/7/2024

This took place at the Community Centre's Dr Y F Chang Hall on 3/7/2024, celebrating the graduation of 17 children who will be going to primary school. A total number of 56 parents and guests attended the ceremony. Children performed several English and Chinese songs to exhibit the fruits of their learning. At the end, every graduate was awarded a Graduation Certificate with a present from the nursery by MS Moi Sung Ho and other MC members.

Mid-Autumn Festival 17/9/2024

The Indo-Chinese Community Centre and the nursery held a joint celebration for the mid-autumn festival on 17/9/2024, providing the nursery's children an opportunity to perform in front of many guests. This also provides an opportunity for the young generation to blend with the elderly. Children sang their favourite nursery songs and rhymes and moved to the music. We had 13 parents attend this event where they enjoyed a lovely meal provided by the day centre.

Halloween Party 31/10/2024

Children participate in decorating pumpkins and celebrate Halloween on 31st October 2024. They had a 'Trick or Treat' and Halloween parade in the nursery. Staff & children dressed up as their favourite characters and had a lot of fun on the day.

Nursery's 17th Anniversary Party 11/11/2024

The nursery held a celebration for its 17th birthday party together with the elderly on 11th of November. A dairy free cake was ordered to treat everyone on this special occasion. The reception children sang their favourite nursery songs and rhymes and moved to the music; joined by the younger groups for group singing. 20 parents joined this event where they have chances to play games with the children.

Christmas Party 12/12/2024

On 12th December, the nursery held a joint Christmas celebration party with the Indo-Chinese community centre. There were 30 parents joined this event, and we arranged some games for children and adults to take part. A huge well done for all the children who have performed so beautifully; our Christmas events have really been magical, and a highlight of the Little Rainbow Day Nursery calendar. The nursery's children sang some of their favourite songs and rhymes, helping the children gain confidence as they moved to the music.

Chinese New Year Celebration 30/01/2025

On 30/01/2025, the nursery celebrated a joint Chinese New Year celebration party with the Indo-Chinese community centre. There were 32 parents joined this event, preschool children presented some traditional Chinese songs and rhymes and moved to the music which bringing a lot of laughter and happiness to the celebration.

World Book Day 6/3/2025

We celebrated World Book Day on 6/3/2025, children all came to nursery dressed as their favourite story characters on the day. 15 parents and guests came to celebrate this event together with the day centre members. The reception room presented Nian the Beast; the toddler room presented The Tortoise and the Hare; the baby room presented walking through the jungle together with some young children.

Online Training Courses & in person during April 2024-March 2025

Date	Courses	Numbers of Staff
08/04/2024	1. Food Hygiene(online)	3
17/05/2024	2. Safeguarding Children Level 2(online)	3
20/05/2024	3. Pediatric First Aid	2
28/06/2024	4. Pediatric First Aid	1

Survey outcome from April 2024-March 2025

The questionnaires were carried out to evaluate the standard of services provided and to be used as a benchmark for future improvements.

Service:

	Excellent	Good	Unsatisfactory	Poor
Friendliness	95%	5%	-	-
Helpfulness	90%	10%	-	-
Level of Responsibility	95%	5%	-	-
Professionalism	95%	5%	-	-

Environment:

	Excellent	Good	Unsatisfactory	Poor
Cleanliness	90%	10%	-	-
Safety	90%	10%		-
Setting Decorations	80%	20%	-	-
Welcoming	95%	5%	-	-

Food:

	Excellent	Good	Unsatisfactory	Poor
Nutrition	85%	15%	-	-
Variety	80%	20%	-	-
Portion	95%	5%	-	-

Future/ Long Term planning

+ The continuous implementation of the Statutory Practice of Early Years Foundation Stage
+ Extend opportunities for children to develop their independence skills.
+ Support settling in for new children
+ Outing for 2025 graduates on 25/4/2025
+ Enroll potential staff on Early Year Educator Level 2 & 3
+ Taking group photos with 2025 graduates
+ Graduation Day on 04/07/2025

Special thanks to:

1. Mr Truong & Mrs Huynh, who have constantly supported and supervised the nursery project, especially Mrs. Huynh who has contributed a great deal of information over the improvement of the operation.
2. Mr Dan Chang, the IT consultant.
3. Constant support form MC members: Mrs Ho, Ms Cindy & Mrs Quan Mai

After-School Club

The After-School Club Attendance (Period: Financial Year 2024/2025)

During this financial year, the number of After-school Club attendance has gradually recovered to pre-pandemic level. The attendance figures for year 2024/2025 are as follow:

	1st Quarter April 2024– June 2024	2nd Quarter July 2024 – September 2024	3rd Quarter October 2024 – December 2024	4th Quarter January 2025 – March 2025	**Total**
Number of Attendance	197	205	593	576	**1571**

The Operation of After-School Club

After-School Club operates Monday to Friday from 3.30pm to 6pm during term times, and it shares workforce from the nursery, formed of one manager and two nursery staff members involving in collecting children from schools and supervising children's activities during the club hours.

The Services of After-School Club

The after-school club services have helped many working parents to ease their pressure. The club also provides light snack, a spacious place, and leisure activities for different aged children to play with and experience. In particular, our staff pay attention to children's behaviour issues and have strengthened the communication with parents and school teachers. The club's teachers encourage children to complete their worksheets in subjects such as English and Mathematics. The club's setting also provides some art and crafts to keep children busy and extend their interests in creativity.

After-School Club's Annual Survey and Parents' feedbacks

Environment

	Excellent	Good	Satisfactory	Poor
Cleanliness	100%			
Safety	100%			
Comfortable	100%			
Welcoming	100%			
Decorations	100%			

Service

	Excellent	Good	Satisfactory	Poor
Friendliness	100%			
Helpfulness	100%			
Responsibility	100%			
Professionalism	100%			

Snack

	Excellent	Good	Satisfactory	Poor

Nutrition	56.25%	43.75%		
Variety	6.25%	93.75%		
Portion	25.00%	75.00%		

Conclusion

Although these are challenging and uncertain times for many families, including parents in our community, we remain hopeful that demand for our After-School Club services will continue to grow in the future. We understand that parents are seeking safe, reliable, and enriching environments for their children after school, and we are committed to meeting those needs with the highest standards of care and creativity.

However, we recognise that our After-School Club faces a number of ongoing challenges in its development. These include increasing competition from more established clubs in the local area, as well as those run directly by schools, which often have greater access to facilities and existing parent networks. Despite these challenges, we believe that the personalised and community-focused approach of our club makes us more unique and trustworthy.

Looking ahead, we will continue to offer high-quality services for both children and parents, while also actively seeking opportunities to grow. This includes building stronger connections with other local schools, such as Tidemill Academy, Invicta Primary, and St Joseph's.

We will continue to ensure that every child who joins our After-School Club feels happy, safe, and inspired, and that every parent feels confident in the care their child receives.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

英國倫敦中華學校

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Indo-Chinese Community Day Centre Project
Annual Report: April 2024 - March 2025

1. Day Centre Introduction:

The Day Centre, operating on Tuesdays and Thursdays, provides a safe and friendly space for its users to enjoy socialising, with healthy and freshly home-made luncheon and the care services in the Centre. It also provides catering services for Nursery during weekdays (from Monday to Friday), and Luncheon Club (from Monday to Friday).

The Day Centre organises activities to celebrate traditional festivals (such as Chinese New year, Dragon Boat Festival, Mid-Autumn Festival, Christmas, etc.) and special events (eg. Nursery's Graduation, Anniversary party, etc.). Also, it provides facilities and space when a staff training or event space is needed, such as First Aid training, nursery's parties, and the after-school club.

The daily activities organised at the Day Centre include: Ma Jong Games, Chinese TV dramas, Chinese/Cantonese TV news, social talks, Luncheon Club, food ordering/delivery services, etc. This report will present a general profile of the Day Centre activities and the results of our annual service users' survey.

The table below shows the usage of the Day Centre services in this financial year:

Annual	Contractual Members	Day Centre Activities	Food Ordering/Delivery	Total
April 2024 - June 2024	104	987	112	1203
July 2024 - Sept 2024	104	812	75	991
Oct 2024 - Dec 2024	100	950	103	1153
January 2025-March 2025	84	921	92	1097
Total	392	3670	382	4444

2. Day Centre Services:

Throughout this financial year, the Day Centre's managers and staff including the mini-bus driver and a kitchen assistant, continued to provide the following services to our elderly clients:

1) **Providing catering services for Day Nursery's children**: The day centre's newly-refurbished central kitchen provides nutritious and homemade lunch for nursery children throughout Monday to Friday. In order to reduce nursery staff's workload, the kitchen staff also help to wash up children's bowls and plates in the dishwasher.
2) **The Luncheon Club (from Monday to Friday)**: The Luncheon Club now operates 5 days a week Monday to Friday, providing catering services for the elderly Day Centre members (Tuesdays and Thursdays), staff, committee members, nursery children (Monday to Friday), and all festive activities and events held at the centre.
3) **Ordering and delivering food**: The Day Centre provides food ordering and delivery services to assist elderly service users, staff, and committee members with purchasing Chinese vegetables, fruits, seafoods/meat, dim sum, the imported products of Southeast Asia, etc. This service, voluntarily organised by Mrs Lan, has helped community members find the discounted prices for daily essentials, especially thanks to the local Chinese supermarket Fu-Qing on Deptford Highstreet, Chan Brothers (run by former school-parent often offering best price for quality seafoods and meat), Kamkee Foods Ltd., and Taipec Ltd. When necessary, managers and day centre staff also deliver essential food and items to members' residence.
4) **Celebrating elderly members' and staff's birthdays each month:** This has created cheerful, warm, and caring atmospheres within the centre, much appreciated by the elderly and staff members. Positive feedbacks have also been received from the elderly members' family.
5) **Collaborating with other projects:** The centre staff also collaborate with the nursery, after school club, and Chinese school when a training or event space is needed, in order to strengthen the support network for our community.
6) **Social communications with elderly members:** Managers/staff socialise with centre clients, making them feel more welcomed and supported and giving us better understanding of their needs.
7) **Checking environment & arranging repairs/cleaning:** Managers/staff regularly check the centre environment to ensure everything is in good working order, with repairs/cleaning arranged if required (eg. the lift, toilets, heating, gutters, etc.). This also includes daily monitoring of the CCTV system and visitor checks.

Total Attendance of Contractual Members from Each Borough and Days in 2024/25

Contractual Member		Total Attendance days (On Tuesdays & Thursdays)
Greenwich	2 *	94
Southwark	1	102
Lewisham	2	196
Total	**5**	**392**

** Note: For this financial year between 01/04/2024 and 24/03/2025, there was only 1 contractual member from Greenwich, whereas **from 25/03/2025 onwards**, the number of contractual members from Greenwich has increased to 2. The day centre was closed for one week from 25th December 2024 to 1st January 2025 during Christmas and New Year holiday period.*

Day Centre collaborates with Chinese School and Nursery to organise many events and celebrations, and to provide catering services for the event when needed. **The table below shows the actual date of the events held at the centre during this financial year:**

Activities held at the Centre	Date Held
Dragon Boat Festival Celebration	**06.06.2024**
Nursery's Graduation Ceremony	**03.07.2024**
Chinese School's start of new academic year 2024/25	**07.09.2024**
Mid-Autumn Festival Celebration	**17.09.2024**

Nursery's 17th Anniversary Party	**12.11.2024**
Christmas Party	**12.12.2024**
Chinese New Year Celebration	**30.01.2025**
Nursery's World Book Day	**06.03.2025**

3. Annual service Quality Survey Result

In order to improve service quality and review clients' experiences, an annual survey on the service quality as conducted with all our current service users. Our questionnaire covered topics over a variety of subjects related to the day Centre services, including care service, luncheon club, day centre hygiene, emergency procedure, mini-bus service, events/parties/activities and complaints procedure. The latest result shows that clients are very satisfied with the day centre's overall service quality.

The chart below shows the results of the annual survey results:

Agenda	Survey Outcomes		
Attitude of staff	**Good: 100%**	**Average: nil**	**Poor: nil**
Luncheon club	**Good: 100%**	**Average: nil**	**Poor: nil**
Day centre Hygiene	**Good: 100%**	**Average: nil**	**Poor: nil**
Emergency procedure	**Good: 100%**	**Average: nil**	**Poor: nil**
Mini-bus service	**Good: 100%**	**Average: nil**	**Poor: nil**
Event/party/activities	**Good: 100%**	**Average: nil**	**Poor: nil**
Complaints Procedure	**Good: 100%**	**Average: nil**	**Poor: nil**

4. Conclusion:

Despite the challenges and difficulties faced in operating our Day Centre, we continue to provide a welcoming space for clients and elderly individuals to socialise, engage in cultural activities, and enjoy a sense of community. We have also introduced new services, such as a food ordering scheme for the elderly, staff, and local community members. Meanwhile, we hope that social services will consider funding and referring more new service users to our Day Centre—particularly those who live alone and would benefit from culturally familiar social interaction to help combat loneliness and isolation. We believe Day Centre services should not be limited solely to those who are severely disabled or elderly. Rather, they should take into account the broader needs of individuals who would genuinely benefit from this support.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

England & Wales - Charity number 1064620

Accounts

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2024

REGISTERED CHARITY NO. 1064620

REGISTERED COMPANY NO. 2701526

Company Information

TRUSTEES

Director and Chair	Say Phu Sam
Director and Deputy Chair	Binh Tuyet Lam
Secretary and Member	Moi Song Ho
Director and Treasurer	Yu Chun Lin (Resigned 15/03/24)
Member	Mai Quan
Member	Duc Phong Luu
Member	Oi Khan Hoang
Member	Tu Chan Tran
Member	Pansy Chaw
Member	Cindy Kwek
Member	Ke Chuong Tran
Member	Benjamin Len-Nard Lim (appointed 03/03/24)

Company Information

Centre Manager and Head Teacher	Van Cuong Truong MBE
Trainee Centre Manager and Nursery Operations Manager	Wei Fenby
Company Number	2701526 (England and Wales)
Charity Number	1064620
Registered Office & Trading Address	33 Clyde Street London SE8 5LW
Bankers	Barclays Bank Plc Rotherhithe Surrey Docks Branch Ploughway London SE16 2LW Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Bank of Taiwan Level 5 City Tower 40 Basinghall Street London EC2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ
Accountants	Paige-McLean & Co. Accountants 11 Strangford Place, Broomfield Herne Bay Kent CT6 7UJ
Auditors	Wensen Archer Corporate Services Limited 167-169 Great Portland Street London W1W 5PF

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THE CHAIR'S REPORT 2023/2024

The year 2023/2024 has been a difficult and challenging year, with high inflation rates, energy prices, and cost of living which caused significant impact on our revenue and operations across all projects, including Day Centre services, Day Nursery & After-School Club services, and Saturday Chinese School all being affected. In addition, the negative impact of Covid pandemic aftermath is still expected to continue and may take more time to recover.

The SHP, now operating without the core funding from Lewisham council, has been difficult to maintain its operations. However, we use our reserve to cover the cost of service and continuously maintain SHP services, mainly focusing on managing and supervising all the other projects running under the community centre. Also, the centre is seeking our own sources of funding, including continuously expanding the Day Nursery services including After-School Club.

Despite the financial constraint and the shortage of manpower, with all staff's dedication and co-operation, the centre has been managed well as we wished to continue providing multiple and comprehensive services for the members of Lewisham Indo-Chinese community and its neighbouring areas such as Southwark and Greenwich.

During the year 2023/2024 the following services have been provided for the members of Indo-Chinese Community in southeast London:

- **Self-Help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. This project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Saturday Chinese School, and Day Nursery & After-School Club services.

- **Elderly Day Centre Project** is managed by one part-time manager, 1 full-time driver/caretaker, and 1 part-time kitchen assistant. It currently operates 2 days a week (Tuesdays and Thursdays), along with luncheon club providing catering services during weekdays (Monday to Friday) for day nursery children, staff, contracted members from the boroughs of Lewisham, Greenwich, and Southwark. The day centre has also developed food ordering and delivery services, helping staff, elderly members, and community members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted prices. In order to provide better services for all services users, a brand-new electric mini-bus has been ordered during this financial year and will be built for full operation by

summer 2024. The central kitchen will also be refurbished and upgraded with brand-new cupboards and appliances (eg. cooker, steamer, over, dishwasher, etc.) in the coming financial year.

- **The Chinese Community School:** is operated by 1 headteacher , other 6 teachers, and 1 teaching assistant. It has provided Chinese Mandarin teaching and Chinese GCSE exam courses, cultural studies, etc. It has 92 pupils registered in 7 classes, opening on Saturdays from 9.40am to 1.30pm during term times. However, the school's youth leisure service, originally run from 10.30am till 12.40pm, 36 weeks per year, has ceased its operations after Covid Pandemic due to lower number of pupils registered.

- **Indo-Chinese Little Rainbow Day Nursery & After-school club:** The day nursery, rated 'Outstanding' by Ofsted since September 2018, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one Registered Manager, one Operations Manager, one Deputy Manager, and another 5 full/part-time nursery workers. Under the same Ofsted registration, the after-school club also operates from Monday to Friday between 3pm and 6pm, term-times only, providing childcare for primary school children. In order for the innovation and modernisation of the nursery services, newly-designed outdoor facilities with a new climbing frame, a tunnel, and artificial grass were installed in January 2024 at a total cost of £36,744.26 including VAT.

Grants received for the year 2023/2024

A grant of **£501.00** was received from Taipei Representative Office in the UK in September 2023 for Chinese School's various competition activities.

Special thanks to Mr Van Cuong Truong MBE the Centre Manager, who has been dedicatedly serving as the person in charge for the Indo-Chinese Little Rainbow Day Nursery since 2007. Also special thanks to Mrs Lan Huynh for offering technical support and innovation to Indo-Chinese Little Rainbow Day Nursery.

As the chair of the Management Committee, my sincere gratitude goes to all staff whose dedication and contribution make a success of the organisation. Without these highly qualified workforces, we would not be able to provide such significant services during the financial year 2023/2024.

Self-Help Project:

Mr. Van Cuong Truong MBE	P/T Centre Manager

Day Centre Services Project

Mrs Lan Huynh	P/T Deputy Centre Manager
Mr Thuan Tien Nguyen	F/T Driver/Care-taker
Ms Jian Lan Chen	P/T Kitchen Assistant / Cleaner (started from 02.01.24)
Ms Ngoc Anh Tran	Voluntary Kitchen Assistant

Chinese Community School Project

Head Teacher:	Mr Van Cuong Truong MBE
Teachers:	Mrs Lan Thi Huynh
	Mr Wei Fenby
	Mrs Yieng Kiong Wong
	Ms Ms Yu Ping Tan
	Ms Qiu Hua Liu (Teaching Assistant)
	Ms Kejian Liu (Left on 15.07.23)
	Miss Yu Han He (Left on 16.12.23)
	Miss Nga Ki Yu (Started from 04.11.23)
	Miss Yun Shu Zhang (Started from 24.02.24)
	Miss Ru Yin Chang (Started from 07.10.23; Left on 21.10.23)
	Miss Jilin Sun (Started from 13.01.24 ; Left on 24.02.24)

Indo-Chinese Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
Mr Wei Fenby	FT Trainee Centre Manager & Nursery Operations Manager		
Ms Sow Yin Lee	FT Deputy Manager		
Ms Thi Thuy Anh Lam	FT Nursery worker		
Mrs Qiu Hua Liu	PT Nursery worker		
Ms Deli He	PT Nursery worker		
Ms Yu Ping Tan	PT Nursery worker		Left 20.12.23
Ms Ishwari Bhatt	PT Nursery worker		Left 14.06.23
Miss Yu Han He	PT Nursery worker		Left 01.12.23
Ms Sam Mui Loc	PT Nursery worker		Left 25.05.23
Ms Yan Tung Ng	PT Nursery worker		Left 17.08.23
Miss Ji Lin Sun	PT Nursery worker		Left 29.02.24
Ms Lee Huan Kee	PT Nursery worker		Left 28.12.23
Miss Xin Ying Zhang	PT Nursery worker	Started 01.06.23	Left 30.08.23
Ms Phoebe Wang Corrigan	PT Nursery worker	Started 04.07.23	Left 20.10.23
Miss Leyan Zhang	PT Nursery worker	Started 27.11.23	Left 22.02.24
Mrs Weihong Jeffery	PT Nursery worker	Started 27.02.24	
Ms Jing Wang	PT Nursery worker	Started 12.03.24	

On behalf of the Management Committee, I would like to take this opportunity to thank the following organisations for their supports:
Taipei Representative Office in the UK
Taipec Ltd.

Mr Say Phu Sam
Chair

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2024

The directors and trustees present their report and accounts for the year ended 31st March 2024.

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 trustees and the committees responsible for each project meet regularly to manage affairs. The projects are managed on a daily basis by the centre manager with the assistance of two other full time members of staff.

Achievements and performance
Even though under threat of financial constraint and shortage of manpower, with the dedication and co-operation of staff, the centre has managed as well as we wished to and continued to provide multiple and comprehensive services for members of Lewisham Indo-Chinese community in South East London:-

Day care centre – this service runs 2 days a week catering for subscribed members including disabled and wheel chair users. It provides day care services for contracted clients in the Boroughs of Lewisham, Southwark and Greenwich The day centre also provides food ordering and delivery services, helping staff, elderly members and committee members to purchase vegetables, fruits, seafood, southeast Asian products, etc. at discounted prices.

In order to provide better services for all services users, a brand new electric mini-bus has been ordered during this financial year and will be built for full operation by summer 2024. The central kitchen will also be refurbished and upgraded with brand new cupboards and appliances (eg cooker, steamer, oven, dishwasher, etc) in the coming financial year

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studies, traditional dancing and folk songs. It has 92 pupils registered in 7 classes. The youth leisure service which ran for 36 weeks each year, has ceased its operations due to lower number of pupils registered since Covid.

Little Rainbow Day Nursery - provides bi-lingual day nursery services to children from 6 months to 5 years old, rated 'outstanding' by Ofsted in September 2018. The after-school club operates from Monday to Friday, 3pm to 6pm, term-time, only, providing childcare for primary school aged children (5 to 12 year olds). In order for the innovation and modernisation of the nursery services, newly designed outdoor facilities with a new climbing frame, a tunnel and artificial grass were installed in January 2024 at a total cost of £36,744, including VAT.

Reserves policy
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 periodically, and the further development of community services.

Financial review
The year 2023/2024 has been a difficult and challenging year. Higher inflation rates, energy prices, and cost of living caused significant impact on our revenue and operations across all projects. The Day Nursery and After School Club services, Day Centre services, and Saturday Chinese School were all affected. The negative impact of this pandemic aftermath is expected to continue in the next financial year and may take more time to recover.

Since July 2015, Lewisham council has ceased funding our Self-help project, which has had a significant impact on our service. As a result we have used our reserves to cover the cost of the service and focussed on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery service and developing the After-School Club provision.

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

The directors who served during the year were:

Tuyet Binh Lam
Yu-Chun Lin (resigned 15/03/24)
Say-Phu Sam

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.

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.

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commissioners in respect of public benefit.

Statement of disclosure of information to auditors

The directors and trustees of the charity who held office at the date of approval of this trustees report confirm that:

- In so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware; and
- They have taken all steps that they ought to have taken as trustees and directors in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

Following the audit of the previous year's accounts, the former auditors, Levicks, Chartered Accountants, resigned;
Wensen Archer Corporate Services Limited were appointed in their place.The auditors, Wensen Archer Corporate Services Limited will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

Small Company regime

This report has been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

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

.....
SAY PHU SAM Director and Trustee

Dated 23rd June 2024

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

Opinion

We have audited the financial statements of Indo-China Refugee Group Chinese Community School (the "Charity") for the year ended 31 March 2024 which comprise the Statement of Financial Activities, incorporating the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2024 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees/Directors for the financial year for which the financial statements are prepared isconsistent with the financial statements; and
- the Report of the Trustees/Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Siang Lin CHOO FCCA (Senior Statutory Auditor)
for and on behalf of
Wensen Archer Corporate Services Limited
Statutory Auditors
167 – 169 Great Portland Street
London W1W 5PF

Date: 23rd June 2024

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2024

	Notes	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
INCOME FROM:					
Donations and legacies					
Building Maintenance Fund		-	-	-	-
Community Centre		-	-	-	212
Day Nursery Centre		-	136,135	136,135	114,783
Elderly People Service Project		-	-	-	-
Chinese Community School		-	4,771	4,771	10,286
Youth Association		-	-	-	-
		-	140,906	140,906	125,281
Investments		11	99,865	99,876	30,907
Charitable activities					
Building Maintenance Fund		-	-	-	-
Community Centre		3,680	-	3,680	2,760
Day Nursery Centre		-	394,715	394,715	399,818
Elderly People Service Project		-	34,243	34,243	31,512
Chinese Community School		-	16,852	16,852	16,916
Youth Association		-	-	-	-
		3,680	445,810	449,490	451,006
TOTAL INCOME		3,691	686,581	690,272	607,194
EXPENDITURE ON					
Charitable activities		-	358,100	358,100	343,665
Other		41,963	23,006	64,969	56,257
TOTAL EXPENDITURE		41,963	381,106	423,069	399,922
NET INCOME/(EXPENDITURE)	2	(38,272)	305,475	267,203	207,272
		-	-	-	-
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(38,272)	305,475	267,203	207,272
TRANSFERS	4	96,000	(96,000)	-	-
		57,728	209,475	267,203	207,272
TOTAL FUNDS BROUGHT FORWARD		220,698	4,437,192	4,657,890	4,450,618
TOTAL FUNDS CARRIED FORWARD		278,426	4,646,667	4,925,093	4,657,890

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
STATEMENT OF FINANCIAL POSITION
AS AT 31ST MARCH 2024

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2024	2023
		£	£	£	£
FIXED ASSETS					
Tangible	5	39,832	1,548,352	1,588,184	1,562,394
CURRENT ASSETS					
Debtors	6	4,294	94,849	99,143	43,088
Cash at Bank and in Hand	7	243,963	3,027,308	3,271,271	3,092,890
		248,257	3,122,157	3,370,414	3,135,978
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	8	9,663	23,842	33,505	40,482
NET CURRENT ASSETS		238,594	3,098,315	3,336,909	3,095,496
NET ASSETS		278,426	4,646,667	4,925,093	4,657,890
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	12	278,426	-	278,426	220,698
Restricted Funds:	12				
Building Maintenance Fund		-	1,708,845	1,708,845	1,702,307
Day Nursery Centre		-	1,796,400	1,796,400	1,525,115
Elderly People Service Project		-	873,534	873,534	949,655
Chinese Community School		-	237,328	237,328	229,721
Youth Association		-	30,560	30,560	30,394
		278,426	4,646,667	4,925,093	4,659,890

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Trustees on 23 June 2024 and were signed on its behalf by:

SAY PHU SAM
Director

INDO-CHINA REFUGEE GROUP CHINESE COMMMUNITY SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2024

	2024 £	2023 £
Net cash provided by (used in) operating activities	216,123	194,196
Cash flows from investing activities:		
Purchase of property, plant and equipment	(37,742)	-
Net cash provided by (used in) investing activities	(37,742)	-
Cash flows from financing activities:		
Change in cash and cash equivalents in the reporting period	178,381	194,196
Cash and cash equivalents at the beginning of the reporting period	3,092,890	2,898,694
Cash and cash equivalents at the end of the reporting period	3,271,271	3,092,890

NOTES TO THE STATEMENT OF CASH FLOWS
Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2024 £	2023 £
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	267,203	207,272
Adjustments for:		
Depreciation charges	11,952	6,101
(Increase)/decrease in debtors	(56,055)	(14,619)
Increase/(decrease) in creditors	(6,977)	(4,558)
Net cash (used in)/ provided by operating activities	216,123	194,196

Analysis of cash and cash equivalents

	2024 £	2023 £
Cash at bank and in hand	3,271,271	3,092,890

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

1. ACCOUNTING POLICIES

The following accounting 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, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

The company is a public benefit entity as defined by FRS 102. The directors and trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are presented in sterling, which is the functional currency of the entity.

Fixed assets and depreciation

Depreciation is provided 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

No depreciation is provided on the cost of the Freehold Building on the grounds that it would be immaterial because its estimated residual value is not lower than its cost, given the scale of the increase in London property values in the twenty-three years since it was built.

Investment gains and losses

Investments are stated at market value and the annual unrealised gain or loss is shown in the statement of financial activities. Realised gains and losses are shown when the investment is sold, or redeemed at par.

Fund transfers

Transfers between funds are included only where restrictions permit such transfers or it is necessary to properly reflect the underlying assets of the fund.

Pension contributions

The charity operates a defined contribution pension scheme with The People's Pension and the pension charge represents amounts payable by the charity to the fund in respect of the year.

Income recognition

Grants and legacies are accounted for as soon as the charity is notified of its legal entitlement and the amount due. Fees are recognised when invoiced. Interest is accounted for when receivable. Where separate accounts are held for funds, interest is credited to that fund. Other interest is apportioned to individual funds on an average basis.

Expenditure recognition

Expenditure is accounted for as incurred, or when there is a legal obligation for payment, and is accounted for gross of VAT. Costs incurred are allocated on an actual basis to the project to which it relates.

Current assets

Amounts owing to the charity as at 31st March are shown as debtors. Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the following year

Current liabilities

Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that were not settled as at that date.

2. NET INCOME

	2024	2023
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	11,952	6,101
Auditors remuneration including VAT (for audit services)	4,320	4,920

3. SUMMARY OF FUND MOVEMENTS

	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Income:							
Donations							
London Borough of Lewisham	-	136,135	-	-	-	-	136,135
Others	-	-	-	4,771	-	-	4,771
Investments:							
Bank deposit interest	6,633	54,758	31,993	6,235	246	11	99,876
Charitable activities:							
Fees from pupils	-	394,715	-	16,852	-	-	411,567
Home care income:							
London Borough of Lewisham	-	-	7,786	-	-	-	7,786
Royal Borough of Greenwich	-	-	4,694	-	-	-	4,694
London Borough of Southwark	-	-	4,694	-	-	-	4,694
Other charitable activities	-	-	17,069	-	-	3,680	20,749
Total Income	6,633	585,608	66,236	27,858	246	3,691	690,272
Expenditure							
Charitable activities:							
Staff costs and tutor fees	-	217,475	91,874	17,415	-	-	326,764
Other charitable expenditure	-	15,214	14,945	1,177	-	-	31,336
Other							
Auditors remuneration	-	-	-	-	-	4,320	4,320
Accountancy fees	80	1,180	550	340	80	1,220	3,450
Depreciation	-	8,083	231	812	-	2,826	11,952
Administration costs	15	6,371	4,757	507	-	33,597	45,247
Total expenditure	90	248,323	112,357	20,251	80	41,963	423,069
Net Income/(Expenditure)	6,538	337,285	(46,121)	7,607	166	(38,272)	267,203

THIS PAGE DOES NOT FORM PART OF THE FINANCIAL STATEMENTS

3. SUMMARY OF FUND MOVEMENTS

		Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Net Income/(Expenditure)		6,538	337,285	(46,121)	7,607	166	(38,272)	267,203
Net **movement in funds before transfers**		6,538	337,285	(46,121)	7,607	166	(38,272)	267,203
Transfers	**Note 4**	-	(66,000)	(30,000)	-	-	96,000	-
Net movement in funds after transfers		6,538	271,285	(76,121)	7,607	166	57,728	267,203
Total funds brought forward		1,702,307	1,525,115	949,655	229,721	30,394	220,698	4,657,890
Total funds carried forward		1,708,845	1,796,400	873,534	237,328	30,560	278,426	4,925,093

THIS PAGE DOES NOT FORM PART OF THE FINANCIAL STATEMENTS

4. TRANSFERS BETWEEN FUNDS

	2024 £	2023 £
From the restricted Day Nursery fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building	66,000	60,000
From the restricted Elderly People Service Project fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building.	30,000	30,000
	-	-
	£96,000	£90,000

5. TANGIBLE FIXED ASSETS

	Building Project £	Fixtures & Equipment £	Mini Buses £	Total £
COST				
Balance at 1st April 2023	1,515,454	179,720	39,440	1,734,614
Additions	-	37,742	-	37,742
Disposals	-	-	-	-
Balance at 31st March 2024	1,515,454	217,462	39,440	1,772,356
DEPRECIATION				
Balance at 1st April 2023	-	132,781	39,439	172,220
Charge for the year	-	11,952	-	11,952
On Disposals	-	-	-	-
Balance at 31st March 2024	-	144,733	39,439	184,172
NET BOOK VALUE				
Balance at 31st March 2024	1,515,454	72,729	1	1,588,184
Balance at 31st March 2023	1,515,454	46,939	1	1,562,394

6. DEBTORS AND PREPAYMENTS

	2024 £	2023 £
Day Centre Debtor	3,092	1,032
Pupils Fees	-	-
Accrued Interest on Deposits	77,219	28,512
Prepayments	16,612	6,610
Owed between Projects	2,220	6,934
	99,143	43,088

7. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £187,956 as a building maintenance fund.

8. LIABILITIES: AMOUNTS FALLING DUE WITHIN 12 MONTHS

	2024	2023
	£	£
Monies Received in Advance	16,829	18,001
Accruals	14,456	15,547
Owed between Projects	2,220	6,934
	33,505	40,482

9. STAFF COSTS

	2024	2023
	£	£
Salaries and benefits	298,919	274,367
Employer's national insurance	-	21,214
Pension costs	9,551	9,937
Pension software	936	936
Training	(57)	369
	309,349	306,823

During the year, the average number of employees was 14 (2023 – 14). No employees were paid more than £60,000.
Centre Manager and his deputy with 10 as day nursery staff, 2 as day centre manager and 1 as caretaker/driver for the Elderly Project.

10. PENSION COMMITMENTS

The Charity operates a defined contribution scheme for staff. The assets of the scheme are held separately from those of the company in an independently administered fund.

11. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

No remuneration was paid to trustees in the year, and no expenses were reimbursed. The aggregate of unconditional donations paid to the charity during the year was £Nil. There were no conditional donations.

12. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

The funds of the COMMUNITY CENTRE, which is largely funded by contributions from the other projects, are unrestricted, and are used for the upkeep of the building at 33 Clyde Street, Deptford, London. It has also assumed responsibility for the functions of the Self Help Project, which enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service.

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND
Monies set aside for future investment into land and buildings.

DAY NURSERY CENTRE
Bilingual Mandarin and English day nursery providing day care and childminding for children aged 6 months to 5 years.

ELDERLY PEOPLE SERVICE PROJECT
The Day Centre provides a safe and friendly space for its users to enjoy socialising, gentle exercise, healthy luncheon and the care service in the centre.

CHINESE COMMUNITY SCHOOL
To provide schooling to children in the Chinese community in Chinese language and culture.

YOUTH ASSOCIATION.
The Youth Club was combined with the charity during the year ended 31st March 2018.
It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

13. GENERAL INFORMATION

Indo-China Refugee Group Chinese Community School is incorporated in England as a company limited by guarantee therefore having no share capital.

The registered office is 33 Clyde Street, Deptford, London SE8 5LW and
The registered number is 02701526

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

英國倫敦中華學校

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London SE8 5LW

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INDO-CHINA REFUGEE SELF-HELP PROJECT
ANNUAL REPORT 2023/2024

Introduction

It has been 40 years since the inception of the project in 1984, and its location has attracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now thousands of Indo-Chinese and Vietnamese people living in Lewisham and its neighbouring areas of Greenwich and Southwark, becoming one of the districts with the highest Chinese population in the capital.

Due to Lewisham council's funding cut, the Self-help project has lost its core funding and has been drastically reduced. We no longer provide advices on Welfare, DSS or housing, nor charging standard membership fees. However, additional charges for individual services, such as verifying photos for passport application, were implemented in order to support the continuation of the project.

The services run by Indo-Chinese Community Centre are as below:

1. Self-help Project: The project is staffed by one manager, self-funded by the Indo-Chinese Elderly Services Project. The project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Day Nursery services / After-School Club, and Chinese School.

2. Mother Tongue Education Project: The aim of the project is to run Mandarin Chinese Classes for Indo-Chinese children living in the Boroughs of Lewisham, Greenwich, Southwark and its neighbouring areas. All classes are taught on Saturdays from 9.40am to 1.30pm with 4 lessons during term times, and pupils can take courses leading up to GCSE examinations. However, previously affected by the impact of Covid-19 pandemic, the number of pupils registered still remained significantly lower than pre-pandemic years. Currently there are 92 pupils registered with a total of 7 classes including Lower Nursery, Upper Nursery, and from Year 1 to Year 5. The total number of staff consists of 1 headteacher and 6 teachers and 1 teaching assistant. This year's Chinese New Year was celebrated internally among teachers and pupils, being unable to open to parents/guests due to relatively low number of pupils performing.

3. Little Rainbow Day Nursery & After-School Services:

It is an Ofsted-rated 'Outstanding' nursery, providing full-day care for the children from 6 months to 5 years old with bilingual teaching (English and Mandarin Chinese), opening 5 days per week from 8am to 6pm, whole year round except one-week closure during Christmas and New Year hoildays. The Day Nursery is staffed by one Registered Manager, one Operations Manager, one Deputy Manager, and another 5 full/part time nursery workers, with the After-School Club provision also operating under the Nursery's Ofsted

registration, providing services for primary school children from age of 5 to 11 during term times. During this financial year, the nursery invested a total of £36,744.26 including VAT in upgrading the outdoor facilities featuring a newly-designed climbing frame, a tunnel, and artificial grass in order to continuing provide best possible services for all children and parents.

4. Indo-Chinese Day Centre Services:
This project is staffed with one part-time manager, one full-time driver/caretaker, and one kitchen assistant. The project provides social/festival/cultural activities, lunch, home visits, transport, opening two days per week (on Tuesdays and Thursdays) from 10am to 3.00pm all year round except one-week closure during Christmas and New Year period. The day centre is well-facilitated with sufficient space to enable elderly people to take part in social activities, allowing them to escape from the confines of their homes. There are well-trained and experienced staff to assist the attendees. The project also gives relief to the heavy workload of the home carers. Currently one mini-bus is operating to provide transport for elderly members and those with walking difficulties in the South East London. Due to the implementation of Ultra Low Emission Zone (ULEZ) by Mayor of London, the current minibus would need to be replaced by October 2025 with an electric vehicle in order to avoid the £12 daily charge. Therefore, a brand new electric mini-bus has been ordered in June 2023, and will be fully built and in operation by summer 2024.

5. Youth Club: The club used to run on Saturdays at the Chinese community school from 10.30am to 12.40pm during term times, operated on a voluntary support providing bottled water and snacks. However, after the Covid pandemic, all youth club activities have been ceased as a result of low number of pupils at Chinee School and high running cost.

6. A Mini Library: The library holds over 5,000 Chinese books and is attached to the community school. In addition, there are many DVDs of Chinese history and culture to let free of charge.

7. Gei Sian Thang (worship room): Based on the first floor of the community centre, it aims to meet the spirit needs of the Indo-Chinese and Vietnamese people who believe in Buddha and Quan Yin (a goddess). Each year, there are various ceremonies being held, giving the elderly and community members hope and peace of mind.

Self-help Project Annual Report April 2023 – March 2024

The table below shows the total caseworks that have been carried out during the period from April 2023 to March 2024.

April 2023 - March 2024	Admin	Education	Banking	Management/ Supervision	Others	Total
1st Quarter Apr-Jun 2023	119	25	13	58	38	253
2nd Quarter Jul-Sep 2023	121	34	10	64	51	280
3rd Quarter Oct-Dec 2023	155	33	14	60	32	294
4th Quarter Jan-Mar 2024	142	71	17	89	38	357
Total	537	163	54	271	159	1184

Admin

Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Obtaining clients signatures for invoices; Issuing contracts to staff members; Responding to letters/emails/calls on a daily basis; Instructing staff to complete administrative work; Updating SHP petty cash record; Checking meeting minutes/reports of all projects; Preparing payrolls; Double-checking every month's pay slips; Sorting out staff's holiday entitlements; Chasing outstanding invoices; Instructing the bookkeeper on accounting matters; Contacting Taipei Representative Office in the UK; Advertising job vacancies and job descriptions; Booking DBS check appointments for staff; Issuing reference letters to former employees

Education

Dealing with parents' major requests and other matters of Community School; Preparing test sheets for Community School; Recruiting teaching staff; Contacting Taipei Representative Office in the UK in regard to school activities; producing new pupils' ID cards; Arranging school's lesson timetable; interviewing new teaching staff

Banking

Dealing with matters related to bank accounts; Deposit at bank; paying in cheques; negotiating best possible interest rates for fixed term deposits

Management/Supervision

Interviewing job applicants for nursery/school vacancies; Reviewing and updating all projects' policies and procedures; Participating in Day Nursery's staff meeting and management meeting; Giving constructive guidance in regard to staff management; Carrying out one-to-one supervision and annual appraisals on staff across all projects; Supervising Day Nursery's management; Overseeing all projects and participating in all project meetings; Contacting insurance companies for annual insurance policy renewal.

Others

Dealing with matters of building maintenance issues; Interviewing job applicants for vacancies; Obtaining signatures for cheques; Purchasing and ordering food for the centre and community members; Solving the mini-bus repair and maintenance issues (such as MOT and other services); Dealing with companies for mini-bus purchasing, nursery outdoor facilities upgrade, solar panel installation, and central kitchen refurbishment

Donations received during the financial year 2023/2024

The donations received during the financial year 2023/2024 are as below:

Wei Fenby £700
Van Cuong Truong £400
Thi Lan Huynh £400
K. T. Tsang £480
Qiu Hua Liu £80
Moi Song Ho £200
Yu-Ping Tan £90
Mai Quan £80

Pansy Chaw £350
Tony Chaw £350
Thi Ta Hoang £40
Michelle Lin £250
Hui Fang Yuen £50
Yieng Kiong Wong £150
Oi khan Hoang £60
Duc Phuong Luu £30

Cindy Kwek £50
Ngoc Huynh £30
Buu Thuy Ngo £30
Sonia Chen £40
Shih Chih Chen £100
Yi Lien Tsai £100

Total £4060

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE GROUP
THE CHINESE COMMUNITY SCHOOL
ANNUAL REPORT 2023/2024

Introduction:

Previously due to Covid pandemic, Chinese school's operations have been severely affected, with the number of registered pupils dropped significantly comparing to pre-pandemic levels. Despite this negative impact, the school has slowly recovered from the aftermath of Covid pandemic during this financial year. With many parents and pupils expressing their willingness to join the Saturday Chinese School for next academic year, we hope the number of pupils would eventually return to pre-pandemic levels in the near future.

During the financial year of 2023/2024, there were 92 pupils registered, with 7 classes staffed by a headmaster, other 6 teaching staff members, and 1 teaching assistant. The Chinese school provides 4 lessons per weekend, 36 weeks per year, with school hours from 9.40am to 1.30pm (50 minutes per lesson, 10 minutes break in between). While this year's Chinese New Year was celebrated internally with pupils' performances combining with the singing competition, other activities such as Children's Chinese Competency Certification Exam (CCCC) and Summer Play Scheme have all been ceased until further notice.

The School curriculum consists of the Chinese primary education (Year 1 to Year 5) and two nursery classes (Lower Nursery and Upper Nursery). Chinese GCSE is also taught for the pupils in Year 5. The following are the contents of the School curriculum: Reading, Tang poetry, Chinese history, Composition, Mandarin Phonetic Symbols, Characters writing, and Sentence-making, as well as singing lessons (for Lower and Upper Nursery and Year 1). The Chinese School is open to children aged 5 to 18 for registration. Most of the pupils are Chinese from Indo-China, mainland China, and Taiwan, living in the Borough of Lewisham and its neighbouring boroughs such as Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds (eg. British, Vietnamese, African, other Europeans, etc) also join the Chinese School to learn Mandarin.

Number of Pupils in Different Age Ranges:
Age between 5—9 (Lower Nursery Class to Year 1): 60
Age between 10—13 (Year 2 to Year 3): 19
Age between 13+ (Year 4 and 5): 13

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 92

Lower Nursery: 22	Upper Nursery: 20	Year One: 18	Year Two: 12
Year Three: 7	Year Four: 8	Year Five: 5	

LIST OF TEACHING STAFF (Starting from September 2023)

NAME	POSITION HELD	NAME	POSITION HELD
Mr V.C. Truong MBE	Headmaster; Teacher of Year 4	Ms Yu Ping Tan	Teacher of Lower Nursery
Mrs T. L. Huynh	Head of Library/Academic section; Teacher of Year 2	Miss Yun Shu Zhang	Teacher of Year 1
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 5	Miss Yu Nga Ki	Teacher of Year 3
Ms Yien Kiong Wong	Teacher of Upper Nursery	Ms Qiu Hua Liu	Teaching Assistant of the Lower Nursery Class

Other School Activities

29/04/2023: Chinese Character Dictation Competition (whole school participating)

13/05/2023: Chinese Character Writing Competition (whole school participating)

27/05/2023: Calligraphy Competition (Year 2 to Year 5 participating)

15/07/2023: The End-of-2022/23-Academic-Year Ceremony

09/09/2023: The new academic year 2023/24 started, with 92 pupils registered.

30/09/2023: The first fire drill practice for all pupils and teachers.

09/12/2023: Speech Competition, with 37 pupils participating.

10/02/2024: Singing Competition, with 36 pupils participating. Chinese New Year (Year of the Dragon) was celebrated internally at school with pupils' dance performance from Nursery, Reception, and Year 1 classes.

02/03/2024: Sentence-making and Dictation competition (whole school participating)

09/03/2024: The second fire drill practice for all pupils and teachers.

16/03/2024: Phonetic Symbols and Dictionary-lookup competition (whole school participating)

Gratitude

1. Taipec Ltd. donated 50 boxes of mixed food products and cooking ingredients for the celebration of Chinese New Year.
2. The Overseas Community Affairs Council (OCAC) contributed Chinese textbooks materials for the academic year of 2023/2024.
3. Taipei Representative Office in the UK contributed a grant of **£501.00** for school's academic and cultural competitions.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

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Indo Chinese Little Rainbow Day Nursery Centre
Annual Report 2023-2024

Registration and Attendance

Up until the end of March 2024, there were 14 babies,11 toddler & 24 reception children (49 in total)registered at Little Rainbow Day Nursery. Between January and March 2024, 2 new children joined the nursery. However, 1 child left during this quarter due to family relocation. The table below shows the attendants for each room:

Baby Room	April, May, June 2023			July, August, Sept 2023			October, November December 2023			January, February March 2024			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	114	0	1	193	14	7	119	0	12	116	1	1	542	15	21
Part Time	358	9.5	22.5	309	10	40.5	403.5	5.5	6	401.5	17.5	31	1472	42.5	100
Total	472	9.5	23.5	502	24	47.5	522.5	5.5	18	517.5	18.5	32	2014	57.5	121

Toddler Room	April, May, June 2023			July, August, Sept 2023			October, November December 2023			January, February March 2024			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	74	0	21	34	0	5	52	4	1	52	7	2	212	11	29
Part Time	341	4.5	25	225.5	4.5	13.5	439.5	8	7.5	261.5	10	9	1267.5	27	55
Total	415	4.5	46	259.5	4.5	18.5	491.5	12	8.5	313.5	17	11	1479.5	38	84

Reception Room	April, May, June 2023			July, August, Sept 2023			October, November December 2023			January, February March 2024			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	539	2	59	178	1	5	296	0	4	175	12	34	1188	15	102
Part Time	464.5	10	61	685.5	19	37	546	21	44.5	570	24	87	2266	74	229.5
Total	1003.5	12	120	866.5	20	42	842	21	48.5	745	36	121	3454	89	331.5

Staff Structure

Our staff consisted of 2 community centre managers, 1 registered manager, 1 operations manager, and 6 full-time/part-time nursery workers up until the end of March 2024. Among our nursery workers, 5 hold an NVQ Childcare Level 3 qualifications and above; 1 holds Childcare Level 2 qualification. In this quarter, 1 staff left due to personal reasons. However, 2 new staff joined our team. The nursery project has been recruiting and training prospective new staff and also encourage potential staff to enrol the NVQ Childcare Training Programme.

Management

To improve the communication between management and staff, we arrange all-staff meetings every 5-6 weeks. These meetings mainly allow staff to discuss matters regarding daily practices of the nursery, whilst also allowing them to share teaching ideas & thoughts. There have also been Management Meetings taking place every 6 weeks, dealing with any issues across the 3 rooms & nursery operation. For individual monitoring, we arranged one-to-one discussion which provide an opportunity for staff to evaluate their performance and share their views with management. We also review staff performance once a year through annual appraisals.

Improvements throughout the year

- Management to provide (annual topics) guidance and support to staff on preparing the weekly plans
- Encourage staff to recommend potential workers to work in the setting.
- All buggies and scooters will have to be left outside the premises or taken away by parents.
- Provide actual viewing on Fridays evening from 5pm by appointment.
- Redecorate the displays for 3 rooms.
- Installed new playground equipment and artificial grass.
- Subscribed Blossom Educational App(from January 2024) to record children's diary

Nursery viewing

We provided new parents a tour round our setting on Fridays evening by appointment. The table below shows the total of the viewing from April 2023- March 2024.

Month	Baby Room	Toddle Room	Reception Room	Total
April -June 2023	3	1	1	5
July – September 2023	2	1	-	3
October – December 2023	2	1	-	3
January – March 2024	2	-	-	2
Total	9	3	1	13

Further Improvements

- Ensure 2 managers and all staff to follow all the policies and procedures including the OFSTED safeguarding guidelines and to conduct their work to the standards set by the centre.
- To continue to recruit more qualified staff.
- To continue developing existing staff members' knowledge and skills.
- To implement more Chinese teaching in multiple cultures such as songs, poem etc.
- To create more interesting and mentally stimulating activities in play time.
- To prepare for the OFSTED inspection.

Summary from each room

1.Baby Room

Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction with children. We provide props that are related to the stories and rhymes to attract children's interest. Younger children communicate needs and feelings in a variety of ways which include attention seeking and babbling. Some can make own sounds in response when they are interacting with a familiar staff. We also encouraged children to look at books and other printed materials whenever possible.They are supported to handle books with interest. New songs are taught to the children both in English and Chinese; old songs will be repeated regularly. Children learned topics such as New year, Healthy eating, Fruits and Vegetables, Chinese New Year, Year of Dragon,All about Me, My family, Mother's Day, Dental health, Sensory play, Farm animals, Zoo animals and Easter. Weekly plannings were planned by all room staff according to the topics.

2. Toddler Room

In Toddler room, we use English and Chinese Mandarin throughout all activities and daily communications. Flash cards & props are used to motivate their learning . Each staff takes turn to do the weekly planning and it is done in advance to fit the children's needs and interests. The topics covered included New year, Healthy eating, Fruits &Vegetables, Chinese New Year, All about Me, My family, Mother's Day, Dental health, Sensory play, Farm & Zoo animals and Easter. We follow the EYFS which covers 7 areas to support and promote children's development. Children are encouraged to share their interests and explore different skills and understand the world. Children participated in varieties of indoor and outdoor activities as to help them to practice their fine motor and gross

motor skills. We teach children healthy eating, good table manners and good behaviour. Children singing nursery rhymes and listening to the stories in Chinese and English; to learn the names of objects, numbers, colours, shapes & Alphabets.

3. Reception Room

We evaluate our practice regularly to identify anything that can be improved in the Reception Room. Teachers support children to learn to recognise , identify numbers through counting, singing number rhymes or songs. We set target for children who are graduate in July to learn alphabets and how to write their names. This quarter, we implemented topics in our weekly learning such as New Year ,New Year's Resolution ,Chinese New Year , Year of the Dragon, Fruits and Vegetables, My body ,5 senses ,Dental Health ,My Family, African animals, Mother's Day .Zoo animals and Easter.Through story time, children learn to respond to what they hear with relevant comments. They are encouraged to give attention to what others say and respond appropriately while engaged in another activity.

Easter Egg Hunt 06/04/2023

World Book Day 27/04/2023

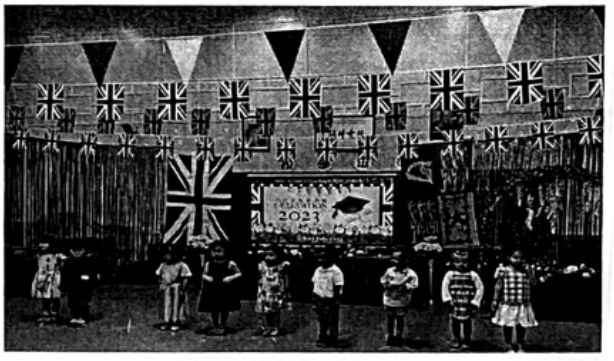
Group photos with 2023 graduates 07/06/2023

Staff Training 09/06/2023 & 27/10/2023

Dragon Boat Festival 22/6/2023

Outing for graduates 30/6/2023

Graduation Ceremony on 5/7/2023



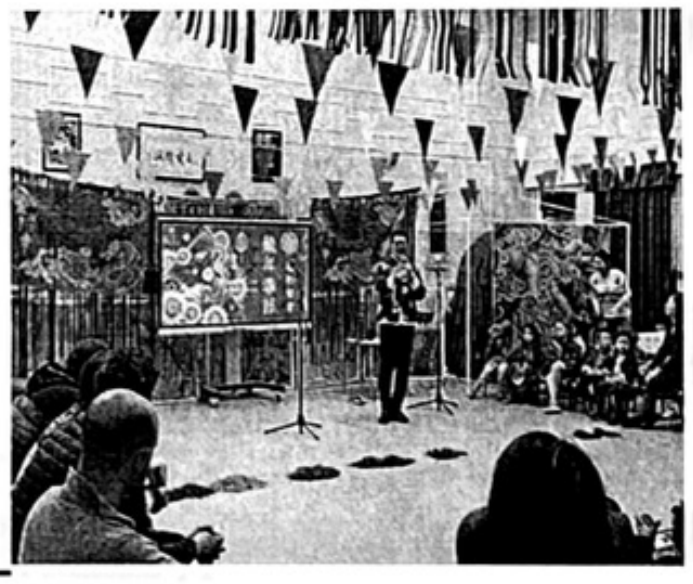
Mid- Autumn Festival (28/09/2023)

Halloween Party (31/10/2023)

Nursery's 16th Anniversary Party(9/11/2023)

Christmas Party 7/12/2023

Chinese New Year Celebration 08/02/2024



World Book Day 7/3/2024

Online Training Courses & in person during April 2023-March 2024

Date	Courses	Numbers of Staff
08/04/2023	1. Food Hygiene(online)	2
17/04/2023	2. Safeguarding Children Level 2(online)	2
09/06/2023	3. Language & Mathematic Development in Early Years Stage	12
27/10/2023	4. Pediatric First Aid	10
28/03/2024	5. Food Hygiene(online)	2
29/03/2024	6. Safeguarding Children Level 2(online)	2

Survey outcome from April 2023-March 2024

The questionnaires were carried out to evaluate the standard of services provided and to be used as benchmark for future improvements.

Service:

	Excellent	Good	Unsatisfactory	Poor
Friendliness	95%	5%	-	-
Helpfulness	90%	10%	-	-
Level of Responsibility	95%	5%	-	-
Professionalism	95%	5%	-	-

Environment:

	Excellent	Good	Unsatisfactory	Poor
Cleanliness	75%	25%	-	-
Safety	80%	20%		-
Setting Decorations	70%	30%	-	-
Welcoming	85%	15%	-	-

Food:

	Excellent	Good	Unsatisfactory	Poor
Nutrition	70%	30%	-	-
Variety	70%	30%	-	-
Portion	90%	10%	-	-

Future/ Long Term planning

+ The continuous implementation of the Statutory Practice of Early Years Foundation Stage
+ Extend opportunities for children to develop their independence skills.
+ Support settling in for new children
+ Outing for 2024 graduates
+ Enroll potential staff on NVQ Childcare Level 3
+ Taking group photo with 2024 graduates
+ Graduation Day on 03/07/2024

Special thanks to:

1. Mr Truong & Mrs Huynh who have constantly supported and supervised the nursery project ,especially Mrs Huynh who has contributed a great deal of information over the improvement of the operation as a whole.
2. Mr Dan Chang, the IT consultant.
3. Constant support form MC members: Mrs Ho, Ms Cindy & Mrs Quan Mai

After-School Club

The After-School Club Attendance (Period: Financial Year 2023/2024)

During this financial year, the number of After-school Club attendance still remains low comparing to pre-pandemic years due to the negative impact on the society causing many parents being unemployed or working part-time only. The attendance figures for year 2023/2024 are as follow:

	1st Quarter April 2023– June 2023	2nd Quarter July 2023 – September 2023	3rd Quarter October 2023 – December 2023	4th Quarter January 2024 – March 2024	**Total**
Number of Attendance	145	136	260	271	**812**

The Operation of After-School Club

After-School Club operates Monday to Friday from 3.30pm to 6pm during term times, and it shares workforce from the nursery, formed of one manager and one nursery staff member involving in collecting children from schools and supervising children's activities during the club hours.

The Services of After-School Club

The after-school club services have helped many working parents to ease their pressure. The club also provides light snack, a spacious place, and leisure activities for different aged children to play with and experience. In particular, our staff pay attention to children's behaviour issues and have strengthened the communication with parents and school teachers. The club's teachers encourage children to complete their worksheets in subjects such as English and Mathematics. The club's setting also provides some art and crafts to keep children busy and extend their interests in creativity.

After-School Club's Annual Survey and Parents' feedback

Environment

	Excellent	Good	Satisfactory	Poor
Cleanliness	100%			
Safety	100%			
Comfortable	100%			
Welcoming	100%			
Decorations	100%			

Service

	Excellent	Good	Satisfactory	Poor
Friendliness	100%			
Helpfulness	100%			
Responsibility	100%			
Professionalism	100%			

Snack

	Excellent	Good	Satisfactory	Poor
Nutrition		100%		
Variety	20%	80%		
Portion	20%	80%		

Conclusion

Although the time is challenging and difficult for many people including parents, we still hope that in the future more parents would need our after-school club services. However, there are still more challenges in the future for After-School Club to overcome in terms of its development, such as the competition from other previously-established After-School Clubs in the area, and the clubs run by the local schools. In the future, our club will continue to provide good services for our parents and children, and to develop more potential opportunities from other local schools, such as Tidemill Academy, Invicta Primary, and St Joseph's.

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Indo-Chinese Community Day Centre Project
Annual Report: April 2023 - March 2024

1. Day Centre Introduction:

The Day Centre, operating on Tuesdays and Thursdays, provides a safe and friendly space for its users to enjoy socialising, with healthy and freshly home-made luncheon and the care services in the Centre. It also provides catering services for Nursery during weekdays (from Monday to Friday), and Luncheon Club (from Monday to Friday).

The Day Centre organises activities to celebrate traditional festivals (such as Chinese New year, Dragon Boat Festival, Mid-Autumn Festival, Christmas, etc.) and special events (eg. Nursery's Graduation, Anniversary party, etc.). Also, it provides facilities and space when a staff training or event space is needed, such as First Aid training, nursery's parties, and the after-school club.

The daily activities organised at the Day Centre include: Ma Jong Games, Chinese TV dramas, Chinese/Cantonese TV news, social talks, Luncheon Club, food ordering/delivery services, etc. This report will present a general profile of the Day Centre activities and the results of our annual service users' survey.

The table below shows the usage of the Day Centre services in this financial year:

Annual	Contractual Members	Day Centre Activities	Food Ordering/Delivery	Total
April 2023 - June 2023	78	1036	111	**1225**
July 2023 - Sept 2023	89	845	81	**1015**
Oct 2023 - Dec 2023	96	942	103	**1141**
January 2024-March 2024	104	881	92	**1077**
Total	367	3704	387	4458

2. Day Centre Services:

Throughout this financial year, the Day Centre's managers and staff including the mini-bus driver and a kitchen assistant, continued to provide the following services to our elderly clients:

1) **Providing catering services for Day Nursery's children**: The day centre's central kitchen provides nutritious and homemade lunch for nursery children throughout Monday to Friday. In order to reduce nursery staff's workload, the kitchen staff also help the nursery with washing-up and grocery shopping.

2) **The Luncheon Club (from Monday to Friday)**: The Luncheon Club now operates 5 days a week Mondays to Fridays, providing catering services to the elderly Day Centre members (Tuesdays and Thursdays), staff, committee members, nursery children (Mondays to Fridays), and all festive activities and events held at the centre.

3) **Ordering / delivering food**: The Day Centre provides food ordering and delivery services to assist elderly service users, staff, and committee members with purchasing Chinese vegetables, fruits, seafoods/meat, dim sum, the imported products of Southeast Asia, etc. With current situation of 'cost of living' continuing to rise, this service, voluntarily organised by Mrs Lan, has helped community members find the discounted prices for daily essentials, especially thanks to the local Chinese supermarket Fu-Qing, Chan Brothers (run by former school-parent often offering best quality and price for seafoods and meat) and Taipec Ltd. When necessary, managers and day centre staff also deliver essential food and items to members' residence.

4) **Celebrating elderly members' and staff's birthdays each month:** This has created cheerful, warm, and caring atmospheres within the centre, much appreciated by the elderly members and staffs. Positive feedbacks have also been received from the elderly members' family.

5) **Collaborating with other projects:** The centre staff also collaborate with the nursery, after school club, and Chinese school when a training or event space is needed, in order to strengthen the support network for our community.

6) **Social communications with elderly members:** Managers/staff socialise with centre clients, making them feel more welcomed and supported and giving us better understanding of their needs.

7) **Checking environment & arranging repairs/cleaning:** Managers/staff regularly check the centre environment to ensure everything is in good working order, with repairs/cleaning arranged if required (eg. the garden shutter and kitchen pipes). This also includes daily monitoring of the CCTV system and visitor checks.

8) **To maintain the cleanliness of the front yard and the back garden:** The daily routine work is carried out to maintain the cleanliness and tidiness of the car park area (the front yard) and the newly-built nursery outdoor facilities (the back garden), especially the artificial grass flooring.

Total Attendance of Contractual Members from Each Borough and Days in 2023/24

Contractual Member		Total Attendance days (On Tuesdays & Thursdays)
Greenwich	1	102
Southwark	1	102
Lewisham	2 *	163
Total	**4**	**367**

** Note: For this financial year between 01/04/2023 and 23/08/2023, there was only 1 contractual member from Lewisham; whereas **from 24/08/2023 onwards**, the number of contractual members from Lewisham has increased to 2. The day centre was closed for one week from 25th December 2023 to 1st January 2024 during Christmas and New Year holiday period.*

Day Centre collaborates with Chinese School and Nursery to organise many events and celebrations, and to provide catering services for the event when needed. **The table below shows the actual date of the events held at the centre during this financial year:**

Activities held at the Centre	Date Held
Dragon Boat Festival Celebration	22.06.2023
Nursery's Graduation Photography Day	07.06.2023
Nursery's Graduation Ceremony	05.07.2023
Chinese School's start of new academic year 2023/24	09.09.2023
Mid-Autumn Festival Celebration	28.09.2023
Nursery's 16th Anniversary Party	09.11.2023
Christmas Party	07.12.2023
Chinese New Year Celebration	08.02.2024
Nursery's World Book Day	07.03.2024

3. Annual service Quality Survey Result

In order to improve service quality and review clients' experiences, an annual survey on the service quality as conducted with all our current service users. Our questionnaire covered topics over a variety of subjects related to the day Centre services, including care service, luncheon club, day centre hygiene, emergency procedure, mini-bus service, events/parties/activities and complaints procedure. The latest result shows that clients are very satisfied with the day centre's overall service quality.

The chart below shows the results of the annual survey results:

Agenda	Survey Outcomes		
Attitude of staff	**Good: 100%**	**Average: nil**	**Poor: nil**
Luncheon club	**Good: 100%**	**Average: nil**	**Poor: nil**
Day centre Hygiene	**Good: 100%**	**Average: nil**	**Poor: nil**
Emergency procedure	**Good: 100%**	**Average: nil**	**Poor: nil**
Mini-bus service	**Good: 100%**	**Average: nil**	**Poor: nil**
Event/party/activities	**Good: 100%**	**Average: nil**	**Poor: nil**
Complaints Procedure	**Good: 100%**	**Average: nil**	**Poor: nil**

4. Conclusion:

Even though the aftermath of the pandemic has previously caused difficulties and challenges in our Day Centre's operations, we still continue to provide a place for those clients and elderly people to socialise and participate in various cultural activities, and develop new services such as food ordering for the elderly, staff, and community members, etc. On the other hand, we hope social services will fund and refer more new service users to our Day Centre, helping those who live alone and need social activities from the same cultural background to combat their feelings of loneliness and isolation. The day centre services **should not be restricted by the local councils** to offer for the severely disabled and elderly **only**; instead, it should be more considerate of **people who actually need it**.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

England & Wales - Charity number 1064620

Accounts

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INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2023

REGISTERED CHARITY NO. 1064620

REGISTERED COMPANY NO. 2701526

INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

Company Information

TRUSTEES

Director and Chair	Say Phu Sam
Director and Deputy Chair	Tuyet Binh Lam
Secretary and Member	Moi Song Ho
Director and Treasurer	Yu Chun Lin
Member	Mai Quan
Member	Duc Phong Luu
Member	Oi Khan Siu
Member	Tu Chan Tran
Member	Pansy Chaw
Member	Cindy Kwek
Member	Ka Chuong Tran

INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

Company Information

Centre Manager and Head Teacher	Van Cuong Truong MBE
Trainee Centre Manager and Nursery Operations Manager	Wei Fenby
Company Number	2701526 (England and Wales)
Charity Number	1064620
Address	33 Clyde Street Deptford London SE8 5LW
Bankers	Barclays Bank Plc Rotherhithe Surrey Docks Branch, Ploughway London SE16 2LW Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Bank of Taiwan Level 5, City Tower, 40 Basinghall Street London EC2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ
Accountants	Paige-McLean & Co. Accountants 11 Strangford Place, Broomfield, Herne Bay, Kent CT6 7UJ
Auditors	Levicks Chartered Accountants and Business Advisers 61 London Road, Maidstone Kent ME16 8TX

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THE CHAIR'S REPORT 2022/2023

The year 2022/2023 has been a difficult and challenging year, with higher inflation rates, energy prices, and cost of living which had caused significant impact on our revenue and operations across all projects, including Day Centre services, Day Nursery & After-School Club services, and Saturday Chinese School all being affected. In addition, the negative impact of Covid pandemic aftermath is still expected to continue in the next financial year and may take more time to recover.

The SHP, now operating without the core funding from Lewisham council, has been difficult to maintain its operations. However, we use our reserve to cover the cost of service and continuously maintain SHP services, mainly focusing on managing and supervising all the other projects running under the community centre. Also, the centre is seeking our own sources of funding, including continuously expanding the Day Nursery services including After-School Club provision.

Even though under threaten financial constraint and the shortage of manpower's, with the highly dedication & co-operation of staff members, the centre has been managed as well as we wished to continue providing multiple and comprehensive services for the members of Lewisham Indo-Chinese community and its neighbouring areas such as Southwark and Greenwich.

During the year 2022/2023 the following services have been provided to the members of Indo-Chinese Community in southeast London:

- **Self-Help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. This project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Saturday Chinese School, and Day Nursery & After-School Club services.

- **Elderly Day Centre Project** is managed by one part-time manager, 1 part-time driver, and a part-time voluntary assistant kitchen. It currently runs 2 days a week (Tuesdays, and Thursdays), and is catering for contracted members, providing Day Centre services for some contracted clients in the boroughs of Lewisham, Greenwich, Southwark. The day centre has also developed food ordering and delivery services, helping staff, elderly members, and committee members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted price.

- **The Chinese Community School:** is operated by 1 headteacher , other 6 teachers, and 1 teaching assistant. It has provided Chinese Mandarin teaching and GCSE Chinese exam courses, cultural studies, etc. It has 69 pupils registered in 7 classes, opening on Saturdays from 9.40am to 1.30pm during term times. However, the school's youth leisure service, originally run from 10.30am till 12.40pm, 36 weeks per year, has not been in operation since the start of Covid pandemic and lower number of pupils registered. Meanwhile, this year's Chinese New Year Celebration and Children's Chinese Competency Certification (CCCC) with the conjunction from Education of Culture Division of Taipei Representative Office in the UK have both been cancelled.

- **Indo-Chinese Little Rainbow Day Nursery & After-school club:** The day nursery, rated 'Outstanding' by Ofsted since September 2018, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one F/T Registered Manager, one Operations Manager, one deputy manager, and another 10 full/part-time nursery workers. Under the same Ofsted registration, the after-school club operates from Monday to Friday 3pm to 6pm, term-times only, providing childcare for primary school aged children (5 to 12 year-olds).

Grants received for the year 2022/2023

With most activities being suspended due to the impact of previous Covid restrictions, no grants have been received from Taipei Representative Office in the UK during this financial year.

Special thanks to Mr Van Cuong Truong MBE the Centre Manager, who has been dedicatedly serving as the person in charge for the Indo-Chinese Little Rainbow Day Nursery since 2007. Also special thanks to Mrs Lan Huynh for offering technical support and innovation to Indo-Chinese Little Rainbow Day Nursery.

As the chair of the Management Committee, my sincere gratitude goes to all staff whose dedication and contribution make a success of the organisation. Without these highly qualified workforces, we will not be able to provide such significant services during the financial year 2022/2023.

Self-Help Project:

Mr. Van Cuong Truong MBE	P/T Centre Manager

Day Centre Services Project

Mrs Lan Thi Huynh	P/T Deputy Centre Manager
Mr Thuan Tien Nguyen	P/T Driver/Care-taker
Ms Ngoc Anh Tran	P/T Voluntary Kitchen Assistant

Chinese Community School Project

Head Teacher:	Mr Van Cuong Truong MBE
Teachers:	Mrs Lan Thi Huynh
	Mr Wei Fenby
	Ms Ms Yu Ping Tan
	Miss Yu Han He
	Mrs Yieng Kiong Wong
	Ms Kejian Liu
	Ms Qiu Hua Liu (Teaching Assistant)

Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
Mr Wei Fenby	FT Trainee Centre Manager & Nursery Operations Manager		
Ms Sow Yin Lee	FT Deputy Manager		
Ms Thi Thuy Anh Lam	FT Nursery worker		
Mrs Qiu Hua Liu	PT Nursery worker		
Ms Yu Ping Tan	PT Nursery worker		
Ms Ishwari Bhatt	PT Nursery worker		
Ms Deli He	PT Nursery worker		
Miss Yu Han He	PT Nursery worker		
Ms Mei Yan May Poon	PT Nursery worker		Left 20.05.22
Ms Sam Mui Loc	PT Nursery Worker	Started 18.05.2022	
Ms Yuet Lin Chan	PT Nursery Worker	Started 21.06.2022	Left 03.02.23
Ms Yan Tung Ng	PT Nursery Worker	Re-joined 15.11.2022	
Miss Ji Lin Sun	PT Nursery Worker	Started 14.02.2023	
Ms Lee Huan Kee	PT Nursery Worker	Started 06.03.2023	

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

Taipei Representative Office in the UK
Taipec Ltd.

Mr Say Phu Sam
Chair

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

The directors and trustees present their report and accounts for the year ended 31st March 2023.

Structure, governance and management

The charity is constituted as a company limited by guarantee, and is therefore governed by memorandum and articles of association. Trustees are recruited from the community and are appoint at the AGM.

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

Objectives and activities

The charity's object and its principal activity continues to be that of providing charitable services the Indo-Chinese community.

The charity is organised so that the trustees and the committees responsible for each project me regularly to manage affairs.

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

Achievements and performance

Even though under threat of financial constraint and shortage of manpower, with the dedication a co-operation of staff, the centre has managed as well as we wished to and continued to provide multi and comprehensive services for members of Lewisham Indo-Chinese community in South E London:-

Day care centre – this service runs 2 days a week catering for subscribed members including disab and wheel chair users. It provides day care services for contracted clients in the Boroughs of Lewisha Southwark and Greenwich. Since the start of the Covid pandemic, the day centre has developed fo ordering and delivery services, helping staff, elderly members and committee members to purch vegetables, fruits, seafood, southeast Asian products, etc. at discounted prices.

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studi traditional dancing and folk songs. It has 69 pupils registered in 7 classes. There is normally a yo leisure service 36 weeks each year and after school courses in Chinese dance, Kung Fu, and s defence. It also runs a Chinese ability test for non-Mandarin speakers (British born Chinese) conjunction with the education and culture division of the Taipei Representative Office in the UK. D to the Covid-19 restrictions, neither of these were able to take place this year.

Little Rainbow Day Nursery - provides bi-lingual day nursery services to children from 6 months to 5 years old, rated 'outstanding' by Ofsted in September 2018. The after-school club operates from Monday to Friday, 2.30pm to 6pm, term-time, only, providing childcare for primary school aged children (5 to 12 year olds).

Reserves policy

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 periodically, and the further development of community services.

Financial review

The year 2022/2023 has been a difficult and challenging year. Higher inflation rates, energy prices, and cost of living caused significant impact on our revenue and operations across all projects. The Day Nursery and After School Club services, Day Centre services, and Saturday Chinese School were all affected. The negative impact of this pandemic aftermath is expected to continue in the next financial year and may take more time to recover.

Since July 2015, Lewisham council has ceased funding our Self-help project, which has had a significant impact on our service. As a result we have used our reserves to cover the cost of the service and focussed on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery service and developing the After-School Club provision.

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 2023

Directors and trustees

The directors who served during the year were:

Tuyet Binh Lam
Yu-Chun Lin
Say-Phu Sam

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

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which true and fair view of the state of affairs of the charity and of its results for that period. In pre 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 an applicable accounting standards, subject to any material departures disclosed and explai the financial statements;
(d) prepare the financial statements on a going concern basis unless it is inappropriate to a that the charity will continue in business.

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

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due reg guidance published by the Charity Commissioners in respect of public benefit.

Statement of disclosure of information to auditors

The directors and trustees of the charity who held office at the date of approval of this trustees r confirm that:

- In so far as they are aware, there is no relevant audit information of which the charity's aud are unaware; and
- They have taken all steps that they ought to have taken as trustees and directors in order to themselves aware of any relevant audit information and to establish that the charity's aud are aware of that information.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2023

Auditors

The auditors, Levicks, Chartered Accountants, will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

Small Company regime

This report has been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

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

.....

SAY PHU SAM Director and Trustee Dated 11th June 2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

Opinion

We have audited the financial statements of Indo-China Refugee Group Chinese Community School (the "Charity") for the year ended 31 March 2023 which comprise the Statement of Financial Activities, incorporating the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

J A Griggs
Senior Statutory Auditor
For and on Behalf of Levicks, Chartered Accountants and Statutory Auditor
61 London Road
Maidstone
Kent ME16 8TX

21 June 2023

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
INCOME FROM:					
Donations and legacies					
Building Maintenance Fund		-	-	-	-
Community Centre		212	-	212	-
Day Nursery Centre		-	114,783	114,783	126,823
Elderly People Service Project		-	-	-	3,780
Chinese Community School		-	10,286	10,286	6,828
Youth Association		-	-	-	-
	3	212	125,069	125,281	137,431
Investments		10	30,897	30,907	6,436
Charitable activities	3				
Building Maintenance Fund		-	-	-	-
Community Centre		2,760	-	2,760	-
Day Nursery Centre		-	399,818	399,818	371,786
Elderly People Service Project		-	31,512	31,512	28,172
Chinese Community School		-	16,916	16,916	11,838
Youth Association		-	-	-	55
		2,760	448,246	451,006	411,851
TOTAL INCOME		2,982	604,212	607,194	555,718
EXPENDITURE ON					
Charitable activities	3	-	343,665	343,665	314,823
Other	3	40,194	16,063	56,257	48,798
TOTAL EXPENDITURE		40,194	359,728	399,922	363,621
NET INCOME/(EXPENDITURE)		(37,212)	244,484	207,272	192,097
		-	-	-	-
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(37,212)	244,484	207,272	192,097
TRANSFERS	4	90,000	(90,000)	-	-
		52,788	154,484	207,272	192,097
TOTAL FUNDS BROUGHT FORWARD		167,910	4,282,708	4,450,618	4,258,521
TOTAL FUNDS CARRIED FORWARD		220,698	4,437,192	4,657,890	4,450,618

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2023

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2023	2022
		£	£	£	£
FIXED ASSETS					
Tangible	5	42,658	1,519,736	1,562,394	1,568,495
CURRENT ASSETS					
Debtors	6	8,439	34,649	43,088	21,535
Cash at Bank and in Hand	7	179,292	2,913,598	3,092,890	2,898,694
		187,731	2,948,247	3,135,978	2,920,229
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	8	9,691	30,791	40,482	38,106
NET CURRENT ASSETS		178,040	2,917,456	3,095,496	2,882,123
NET ASSETS		220,698	4,437,192	4,657,890	4,450,618
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	12	220,698	-	220,698	167,910
Restricted Funds:	12				
Building Maintenance Fund		-	1,702,307	1,702,307	1,700,431
Day Nursery Centre		-	1,525,115	1,525,115	1,281,114
Elderly People Service Project		-	949,655	949,655	1,045,515
Chinese Community School		-	229,721	229,721	225,218
Youth Association		-	30,394	30,394	30,430
		220,698	4,437,192	4,657,890	4,450,618

SAY PHU SAM
Director

Dated 11th June 2023

INDO-CHINA REFUGEE GROUP CHINESE COMMMUNITY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH 2023

	2023	2022
	£	£
Net cash provided by (used in) operating activities	194,196	195,659
Cash flows from investing activities:		
Purchase of property, plant and equipment	-	(55,054)
Net cash provided by (used in) investing activities	-	(55,054)
Cash flows from financing activities:		
Change in cash and cash equivalents in the reporting period	194,196	140,605
Cash and cash equivalents at the beginning of the reporting period	2,898,694	2,758,089
Cash and cash equivalents at the end of the reporting period	3,092,890	2,898,694

NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2023	2022
	£	£
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	207,272	192,097
Adjustments for:		
Depreciation charges	6,101	7,363
(Increase)/decrease in debtors	(14,619)	22,955
Increase(decrease) in creditors	(4,558)	(26,756)
Net cash (used in) provided by operating activities	194,196	195,659

Analysis of cash and cash equivalents

	2023	2022
	£	£
Cash at bank and in hand	3,092,890	2,898,694

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

1.ACCOUNTING POLICIES

The following accounting 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, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

The company is a public benefit entity as defined by FRS 102. The directors and trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are presented in sterling, which is the functional currency of the entity.

Fixed assets and depreciation

Depreciation is provided 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

No depreciation is provided on the cost of the Freehold Building on the grounds that it would be immaterial because its estimated residual value is not lower than its cost, given the scale of the increase in London property values in the twenty-two years since it was built.

Investment gains and losses

Investments are stated at market value and the annual unrealised gain or loss is shown in the statement of financial activities. Realised gains and losses are shown when the investment is sold, or redeemed at par.

Fund transfers

Transfers between funds are included only where restrictions permit such transfers or it is necessary to properly reflect the underlying assets of the fund.

Pension contributions

The charity operates a defined contribution pension scheme with The People's Pension and the pension charge represents amounts payable by the charity to the fund in respect of the year.

Income recognition

Grants and legacies are accounted for as soon as the charity is notified of its legal entitlement and the amount due. Fees are recognised when invoiced. Interest is accounted for when receivable. Where separate accounts are held for funds, interest is credited to that fund. Other interest is apportioned to individual funds on an average basis.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

Expenditure recognition
Expenditure is accounted for as incurred, or when there is a legal obligation for payment, and is accounted for gross of VAT.
Costs incurred are allocated on an actual basis to the project to which it relates.

Current assets
Amounts owing to the charity as at 31st March are shown as debtors.
Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the following year.

Current liabilities
Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that were not settled as at that date.

2. NET INCOME

	2023	2022
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	6,101	7,363
Auditors remuneration including VAT (for audit services)	4,920	3,600

3. SUMMARY OF FUND MOVEMENTS

See pages 16 and 17.

4. TRANSFERS BETWEEN FUNDS

	2023	2022
	£	£
From the restricted Day Nursery fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building	60,000	43,480
From the restricted Elderly People Service Project fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building.	30,000	30,000
From restricted Community School to unrestricted Community Centre for use of facilities	-	3,700
	£90,000	£77,180

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

3. SUMMARY OF FUND MOVEMENTS

	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Income:							
Donations							
London Borough of Lewisham	-	114,783	-	-	-	-	114,783
Others	-	-	-	10,286	-	212	10,498
Investments:							
Bank deposit interest	1,956	16,185	10,527	2,185	44	10	30,907
Charitable activities:							
Fees from pupils	-	399,818	-	16,916	-	-	416,734
Home care income:							
London Borough of Lewisham	-	-	4,516	-	-	-	4,516
Royal Borough of Greenwich	-	-	4,516	-	-	-	4,516
London Borough of Southwark	-	-	4,516	-	-	-	4,516
Other charitable activities	-	-	17,964	-	-	2,760	20,724
Total Income	1,956	530,786	42,039	29,387	44	2,982	607,194
Expenditure							
Charitable activities:							
Staff costs and tutor fees	-	205,077	86,082	15,664	-	-	306,823
Other charitable expenditure	-	13,084	16,388	7,370	-	-	36,842
Other							
Auditors remuneration	-	-	-	-	-	4,920	4,920
Accountancy fees	80	800	530	320	80	1,955	3,765
Depreciation	-	880	231	1,080	-	3,910	6,101
Administration costs	-	6,944	4,668	450	-	29,409	41,471
Total expenditure	80	226,785	107,899	24,884	80	40,194	399,922
Net Income/(Expenditure)	1,876	304,001	(65,860)	4,503	(36)	(37,212)	207,272

3. SUMMARY OF FUND MOVEMENTS

		Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Net Income/(Expenditure)		1,876	304,001	(65,860)	4,503	(36)	(37,212)	207,272
Net **movement in funds before transfers**		1,876	304,001	(65,860)	4,503	(36)	(37,212)	207,272
Transfers	**Note 4**	-	(60,000)	(30,000)	-	-	90,000	-
Net movement in funds after transfers		1,876	244,001	(95,860)	4,503	(36)	52,788	207,272
Total funds brought forward		1,700,431	1,281,114	1,045,515	225,218	30,430	167,910	4,450,618
Total funds carried forward		1,702,307	1,525,115	949,655	229,721	30,394	220,698	4,657,890

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

5. TANGIBLE FIXED ASSETS	Building Project	Office Equipment	Mini Buses	Total
COST	£	£	£	£
Balance at 1st April 2022	1,515,454	179,720	39,440	1,734,614
Additions	-	-	-	-
Disposals	-	-	-	-
Balance at 31st March 2023	1,515,454	179,720	39,440	1,734,614
DEPRECIATION				
Balance at 1st April 2022	-	126,680	39,439	166,119
Charge for the year	-	6,101	-	6,101
On Disposals	-	-	-	-
Balance at 31st March 2023	-	132,781	39,439	172,220
NET BOOK VALUE				
Balance at 31st March 2023	1,515,454	46,939	1	1,562,394
Balance at 31st March 2022	1,515,454	53,040	1	1,568,495

6. DEBTORS AND PREPAYMENTS	2023	2022
	£	£
Day Centre Debtor	1,032	1,640
Pupils Fees	-	4,950
Accrued Interest on Deposits	28,512	3,495
Prepayments	6,610	6,324
Owed between Projects	6,934	5,126
	43,088	21,535

7. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £185,134, as a building maintenance fund.

8. LIABILITIES:AMOUNTS FALLING DUE WITHIN ONE YEAR	2023	2022
	£	£
Monies Received in Advance	18,101	19,132
Accruals	15,447	13,848
Owed between Projects	6,934	5,126
	40,482	38,106

9. STAFF COSTS

	2023	2022
	£	£
Salaries and benefits	274,367	249,706
Employer's national insurance	21,214	16,363
Pension costs	9,937	7,555
Pension software	936	936
Training	369	689
	306,823	275,249

During the year, the average number of employees was 14 (2022 – 13), none of whom were paid more than £60,000. Of those, 10 were day nursery staff, 2 were the day centre manager and the caretaker/driver for the Elderly Project, the remaining 2 being the centre manager and his deputy.

10. PENSION COMMITMENTS

The Charity operates a defined contribution scheme for staff. The assets of the scheme are held separately from those of the company in an independently administered fund.

11. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

No remuneration was paid to trustees in the year, and no expenses were reimbursed. The aggregate of unconditional donations paid to the charity during the year was £Nil. There were no conditional donations.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

12. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

The funds of the COMMUNITY CENTRE, which is largely funded by contributions from the other projects, are unrestricted, and are used for the upkeep of the building at 33 Clyde Street, Deptford, London. It has also assumed responsibility for the functions of the Self Help Project, which enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service.

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND
Monies set aside for future investment into land and buildings.

DAY NURSERY CENTRE
Bilingual Mandarin and English day nursery providing day care and childminding for children aged 6 months to 5 years.

ELDERLY PEOPLE SERVICE PROJECT
The Day Centre provides a safe and friendly space for its users to enjoy socialising, gentle exercise, healthy luncheon and the care service in the centre.

CHINESE COMMUNITY SCHOOL
To provide schooling to children in the Chinese community in Chinese language and culture.

SELF HELP PROJECT
The project enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service. Due to lack of funding, the project has been taken over by the Community Centre.

YOUTH ASSOCIATION.
The Youth Club was combined with the charity during the year ended 31st March 2018. It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

13. GENERAL INFORMATION

Indo-China Refugee Group Chinese Community School is a company limited by guarantee, and therefore having no share capital, incorporated in England.
The registered office is 33 Clyde Street, Deptford, London SE8 5LW and the registered number is 02701526.

印支華裔社區中心

英國倫敦中華學校

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Deptford
London SE8 5LW

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

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

INDO-CHINA REFUGEE SELF-HELP PROJECT
ANNUAL REPORT 2022/2023

Introduction

It has been 39 years since the inception of the project in 1984 and its location has attracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now more than 4,000 Indo-Chinese and Vietnamese people living in Lewisham and its neighbouring areas of Greenwich and Southwark, becoming one of the districts with the highest Chinese population in the capital.

Due to Lewisham council's funding cut, the Self-help project has lost its core funding and has been drastically reduced. We no longer provide advices on Welfare, DSS or housing, nor charging standard membership fees. However, additional charges for individual services, such as verifying photos for passport application, were implemented in order to support the continuation of the project.

The services run by Indo-Chinese Community Centre are as below:

1. Self-help Project: The project is staffed by one manager, self-funded by the Indo-Chinese Elderly Services Project. The project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Day Nursery services / After-School Club, and Chinese School.

2. Mother Tongue Education Project: The aim of the project is to run Mandarin Chinese Classes for Indo-Chinese children living in the Boroughs of Lewisham, Greenwich, Southwark and its neighbouring areas. All classes are taught on Saturdays from 9.40am to 1.30pm with 4 lessons during term times, and pupils can take courses leading up to GCSE examinations. However, for this financial year, affected by the aftermath of Covid-19 pandemic, the number of pupils registered remained significantly lower than pre-pandemic years. Currently there are 69 pupils registered and a total of 7 classes including Nursery, Reception, and from Year 1 to Year 5. The total number of staff consists of 1 headteacher and 6 teachers and 1 teaching assistant. This year's Chinese New Year was celebrated internally among teachers and pupils, being unable to open to parents/guests due to Covid safety measures and relatively low number of pupils performing.

3. Little Rainbow Day Nursery & After-School Services:

It is an Ofsted-rated 'Outstanding' nursery, providing full-day care for the children from 6 months to 5 years old with bilingual teaching (English and Mandarin Chinese), opens whole year 5 days per week from 8am to 6pm. The Day Nursery is staffed by one full-time Registered Manager, one Nursery Operations Manager, one Deputy Manager, and another 9 full/part time nursery workers, with the After-School Club provision also operating under

the Nursery's Ofsted registration, providing services for primary school children from age of 5 to 11 during term times.

4. Indo-Chinese Day Centre Services:
This project is staffed with one part-time manager, one part-time driver, and one voluntary kitchen assistant. The project provides lunch, home visits, transportation and is opened two days per week (on Tuesdays and Thursday) from 10am till 3.00pm. The day centre is well-facilitated with sufficient space to enable elderly people to take part in organized activities, allowing them to escape from the confines of their homes. There are well-trained and experienced care workers to assist the attendees. The project also provides relief to the heavy workload of the home carers. Currently one mini-bus is operating to care for elderly members and those with walking difficulties in the South East London. The mini bus has currently been given an exemption from London's Ultra Low Emission Zone (ULEZ), **valid until October 2025**. Therefore, the current minibus will need to be replaced by an electric vehicle before the exemption ends in order to meet the ULEZ regulations.

5. Youth Club: The club originally runs on Saturdays at the Chinese community school from 10.30am to 12.40pm during term times, operated on a voluntary support providing bottled water and snacks. However, due to the impact of Covid pandemic and low number of pupils at Chinee School, all activities have now been suspended.

6. A Mini Library: The library holds over 5,000 Chinese books and is attached to the community school. In addition, there are many DVDs on Chinese history and culture to let free of charge.

7. 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 2022 – March 2023

The table below shows the total caseworks that have been carried out for the period April 2022 – March 2023.

April 2022 - March 2023	Admin	Education	Banking	Management/ Supervision	Others	Total
1st Quarter Apr-Jun 2022	156	34	14	76	50	330
2nd Quarter Jul-Sep 2022	121	34	10	64	51	280
3rd Quarter Oct-Dec 2022	134	27	14	53	26	254
4th Quarter Jan-Mar 2023	116	10	8	73	37	244
Total	527	105	46	266	164	1108

Admin
Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Acquiring clients signatures for invoices; Issuing contracts to staff members; Responding to letters/emails/calls on a daily basis; Instructing staff to complete administrative work; Updating SHP petty

cash book; Checking meeting minutes/reports of all projects; Preparing payrolls; Double-checking every month's pay slips; Sorting out staff's holiday entitlements; Chasing outstanding invoices; Instructing the bookkeeper on accounting matters; Contacting Taipei Representative Office in the UK; Advertising job vacancies and job descriptions; Booking DBS check appointments for staff; Issuing reference letters to former employees; preparing for the celebration of Chinese School's 40th anniversary.

Education

Dealing with parents' major requests and other matters of Community School; Preparing test sheets for Community School; Recruiting teaching staff; Contacting Taipei Representative Office in the UK in regard to school matters; producing new pupils' ID cards; Arranging school's lesson timetable; interviewing new teaching staff.

Banking

Dealing with matters related to bank accounts; Deposit at bank; pay in cheques.

Management/Supervision

Interviewing job applicants for nursery vacancies; Reviewing and updating all projects' policies and procedures; Participating in Day Nursery's staff meeting and management meeting; Giving constructive guidance in regard to staff management; Carrying out one-to-one supervision and annual appraisals on staff across all projects; Supervising Day Nursery's management; Overseeing all projects and participating in all project meetings; Contacting insurance companies for annual insurance policy renewal.

Others

Dealing with matters of building maintenance issues; Interviewing job applicants for vacancies; Acquiring signatures for cheques; Purchasing and ordering food for the centre and community members; Solving the mini-bus repair and maintenance issues (such as MOT and other services).

Donations received during the financial year 2022/2023

The donations received during the financial year 2022/2023 are as below:

Christine Fenby £200
Thi Lan Huynh £700
Van Cuong Truong £700
Chung Kuo £60
Yieng Kiong Wong £180
Wei Fenby £700
Pancy Chaw £250
Tuyet Mai Ngo £60
Mee Ling Ng £60
Tony Chaw £250
Duc Phuong Luu £50
Tu Tran Ng £100
Yu Chun Lin £20
Le Binh Han £60
Tuyet Binh Lam £60
Tu Mac £60
Hinh Nong £60
Ke Chong Tran £60
Ka Chan Tsang £320
Kim Chao Tsai £100
Kuo Tsung Chu £100
Thi Ngoc Huynh £105
Loi Anh Chong £100
Sue Chua Tsai £500
Yan Tung Ng £91
Su Hui Wu £200
Michelle Lin £200
Kai Fa Ewe £100
Elizabeth Wong £120
Rick C. Y. Chen £600
Tu Hao Chen £200
K K Chow £150
Mr Rong Berwick £200
Sherman Lai £1000
Taipei Rep. Office £600
T C Yang £200
Moi Song Ho £100
Thi Ta Hoang £40
Bao Thuy Ngo £30
Mrs Fu £60
Chih-Chun Chen £500
Maggie Liao £50
Cindy Kwek £60
Yu-Ping Tan £30
Qiu Hua Liu £20
Yok Hua Tai £100

Total amount of donations: £9,506

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE GROUP
THE CHINESE COMMUNITY SCHOOL
ANNUAL REPORT 2022/2023

Introduction:

Caused by the Covid pandemic and the previous restrictions, Chinese school's operations have been affected severely, with the number of registered pupils dropping significantly comparing to pre-pandemic levels. Despite this, during this financial year, the school has slowly recovered from the negative impact of Covid pandemic. With many parents and pupils expressing their willingness to return to Saturday Chinese School for next academic year, we hope the number of pupils would gradually return to pre-pandemic levels.

In the year of 2022/2023, there are currently 69 pupils registered. Apart from being affected by Covid pandemic, we have seen some factors in recent years that may result in lower enrolment of pupils, which are: the birth rates of each family declined; an increasing number of Mainland Chinese Schools; many parents ignoring the importance of continuous Mandarin Chinese education; and more English schools providing their own Chinese courses, which have given parents a false concept of free Chinese tuition fees and the convenience not having to travel on weekends, but failed to monitor pupils' actual Chinese learning and progress.

This year the school is staffed by a headmaster, other 6 teaching staff members, and 1 teaching assistant. The Chinese school now provides 4 lessons per weekend, 36 weeks per year, with school hours from 9.40am to 1.30pm (50 minutes per lesson, 10 minutes break in between). Some cultural activities such as this year's Chinese New Year celebration, Children's Chinese Competency Certification Exam (CCCC), and Summer Play Scheme have all been cancelled until further notice.

The School curriculum consists of the Chinese primary education (Year 1 to Year 5) and two nursery classes. GCSE Chinese is also taught for the pupils from the fourth year onwards. The following are the contents of the School curriculum: Reading, poetry, Chinese history, composition, as well as singing (for Nursery, Reception, and Year 1 classes). There are 4 examination classes (from Year 2 to Year 5) of Children's Chinese Competency Certification Exam (CCCC) in which 18 pupils are being trained for the examinations. However, this year affected by Covid pandemic, Children's Chinese Competency

Certification Exam (CCCC) jointly organised by Chinese school and the Educational Department of ROC Taiwan was not able to take place.

The Chinese School is open to children aged 5 to 18 for registration. Most of the pupils are Chinese from Indo-China, living in the Borough of Lewisham and adjacent Borough of Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds such as British, Vietnamese, African, and other Europeans also attend the Chinese School.

Number of Pupils in Different Age Ranges:
Age between 5—9 (Lower Nursery Class to Year 1): 51
Age between 10—13 (Year 2 to Year 3): 12
Age between 13+ (Year 4 and 5): 6

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 69

Lower Nursery: 21	Upper Nursery: 16	First Year: 14	Second Year: 7
Third Year: 5	Fourth Year: 4	Fifth Year: 2	

LIST OF TEACHING STAFF (Starting from September 2022)

NAME	POSITION HELD	NAME	POSITION HELD
Mr V.C. Truong MBE	Headmaster; Teacher of Year 4	Ms Yu Ping Tan	Teacher of Lower Nursery
Mrs T. L. Huynh	Head of Library/Academic section; Teacher of Year 3	Ms Yu Han He	Teacher of Upper Nursery
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 5	Ms Kejian Liu	Teacher of Year 2
Ms Yien Kiong Wong	Teacher of Year 1	Ms Qiu Hua Liu	Teaching Assistant of the Lower Nursery Class

Other School Activities

09/07/2022: The 2021/2022 academic year ended.

24/07/2022: Chinese School celebrated the 40th anniversary since its establishment in 1982, held at DoubleTree by Hilton Docklands Riverside, with more than 140 people attending.

10/09/2022: The new academic year 2022/23 started, with 69 pupils registered.

01/10/2022: The first fire drill practice for the pupils and teachers.

21/01/2023: Singing Competition, with 32 pupils participated. Chinese New Year was celebrated internally at school with pupils' dance performance from Nursery, Reception, and Year 1 classes.

04/03/2023: The Second fire drill practice for pupils and teachers. Sentence-making and Dictation competition (whole school participated).

18/03/2023: Chinese School's Open Day (parents evening).

25/03/2022: Phonetic Symbols and Dictionary-lookup competition (whole school participated)

Gratitude

1. Taipec Ltd. donated 50 boxes of instant tapioca bubble tea for the celebration of Chinese School's 40th anniversary.
2. Ms Yen Chang donated the cost of hiring DJs and a photobooth worth an approximate total of **£1,200** for the celebration of Chinese School's 40th anniversary.
3. Taipei Representative Office in the UK and OCAC contributed Chinese textbooks.

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Indo Chinese Little Rainbow Day Nursery Centre
Annual Report 2022-2023

Registration and Attendance

Up until the end of March 2023, there were 14 babies,13 toddler & 28 reception children (55 in total)registered at Little Rainbow Day Nursery. Between January and March 2023, 3 new children joined the nursery. However, 2 children left during this quarter due to family relocation. The table below shows the attendants for each room:

Baby Room	April, May, June 2022			July, August, Sept 2022			October, November December 2022			January, February March 2023			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	130	0	15	61	6	1	55.5	7	14	66	3	1	312.5	16	31
Part Time	255.5	6	0	191.5	2	26.5	203	19	13	402.5	7.5	15	1052.5	34.5	54.5
Total	385.5	6	15	252.5	8	27.5	258.5	26	27	468.5	10.5	16	1365	50.5	85.5

Toddler Room	April, May, June 2022			July, August, Sept 2022			October, November December 2022			January, February March 2023			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	242	9	41	263	4	28	320	7	9	272	7	6	1097	27	84
Part Time	445.5	9.5	32.5	431	3	36	334.5	10.5	12.5	374	16	20	1585	39	101
Total	687.5.5	18.5	73.5	694	7	64	654.5	17.5	21.5	646	23	26	2682	66	185

Reception Room	April, May, June 2022			July, August, Sept 2022			October, November December 2022			January, February March 2023			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	307	3	30	386	19	21	340	4	40	435	13	15	1468	39	106
Part Time	595.5	13	89.5	415.5	0	32.5	347.5	21	67	592	11	20	1950.5	45	209
Total	902.5	16	119.5	801.5	19	53.5	687.5	25	107	1027	24	35	3418.5	84	315

Staff Structure

Our staff consisted of 2 centre managers, 1 registered manager, 1 operations manager, and 10 full-time/part-time nursery workers up until the end of March 2023. Among our nursery workers, 6 hold an NVQ Childcare Level 3 qualifications and above; 1 holds Childcare Level 2 qualification & 2 are on NVQ Childcare Level 3 trainings. In this quarter, 1 staff left due to personal reasons. However, 2 new staff joined our team. The nursery project has been recruiting and training prospective new staff and also encourage potential staff to enrol the NVQ Childcare Training Programme.

Management

To improve the communication between management and staff, we arrange all-staff meetings every 5-6 weeks. These meetings mainly allow staff to discuss matters regarding daily practices of the nursery, whilst also allowing them to share teaching ideas & thoughts. There have also been Management Meetings taking place every 6 weeks,
dealing with any issues across the 3 rooms & nursery operation. For individual monitoring, we arranged one-to-one discussion which provide an opportunity for staff to evaluate their performance and share their views with management. We also review staff performance once a year through annual appraisals.

Improvements throughout the year

- Management to provide (annual topics) guidance and support to staff on preparing the weekly plans
- Encourage staff to recommend potential workers to work in the setting.
- All buggies and scooters will have to be left outside the premises or taken away by parents.
- Provide actual viewing on Fridays evening around 5:40pm by appointment.
- Purchased a wagon & 2 rocking chairs for baby room.
- Redecorate the displays for 3 rooms.
- Miss Sow Yin Lee had been promoted to be Nursery Deputy Manager from January 2023

Nursery viewing

We provided new parents a tour round our setting on Fridays evening by appointment. The table below shows the total of the viewing from April 2022- March 2023.

Month	Baby Room	Toddle Room	Reception Room	Total
April -June 2022	5	3	1	9
July – September 2022	2	1	-	3
October – December 2022	2	1	-	3
January – March 2023	4	3	2	9
Total	13	8	3	24

Further Improvements

- Ensure 2 managers and all staff to follow all the policies and procedures including the OFSTED safeguarding guidelines and to conduct their work to the standards set by the centre.
- To continue to recruit more qualified staff.
- To continue developing existing staff members' knowledge and skills.
- To implement more Chinese teaching.

- To create more interesting and mentally stimulating activities in play time.
- To prepare for the OFSTED inspection.

Summary from each room

1.Baby Room

Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction with children. We provide props that are related to the stories and rhymes to attract children's interest. Younger children communicate needs and feelings in a variety of ways which include attention seeking and babbling. Some can make own sounds in response when they are interacting with a familiar staff. We also encouraged children to look at books and other printed materials whenever possible.They are supported to handle books with interest. New songs are taught to the children both in English and Chinese; old songs will be repeated regularly. During the 4th quarter, children learned topics such as New year, Healthy eating, Fruits and Vegetables, All about Me, My family, Mother's day, Dental health, Sensory play and Spring. Weekly plannings were planned by all room staff according to the topics.

2. Toddler Room

In Toddler room, we use English and Chinese Mandarin throughout all activities and daily communications. Flash cards & props are used to motivate their learning . Each staff takes turn to do the weekly planning and it is done in advance to fit the children's needs and interests. The topics covered on the 4th quarter included New year, Healthy eating, Fruits &Vegetables, Chinese New Year, All about Me, My family, Mother's day, Dental health, Sensory play, Farm & Zoo animals, Spring. We follow the EYFS which covers 7 areas to support and promote children's development. Children are encouraged to share their interests and explore

different skills and understand the world. Children participated in varieties of indoor and outdoor activities as to help them to practice their fine motor and gross motor skills. Children's artworks are displayed regularly. We teach children healthy eating, good table manners and good behaviour. Children singing nursery rhymes and listening to the stories in Chinese and English; to learn the names of objects, numbers, colours, shapes & Alphabets. We rearranged the toddler room setting using cupboards & furniture to set up the boundaries.

3. Reception Room

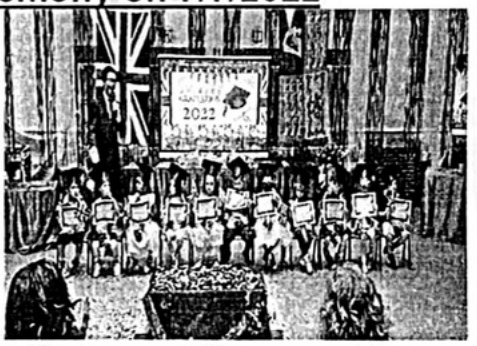
We evaluate our practice regularly to identify anything that can be improved in the Reception Room. Teachers support children to learn to recognise , identify numbers through counting, singing number rhymes or songs. We set target for children who are graduate in July to learn alphabets and how to write their names. This quarter, we implemented topics in our weekly learning such as New Year (Year of 2023), New Year's Resolution (a decision to do something or to behave in a certain manner), Chinese New Year (receiving red packet from elderly, wearing new/red clothes), Chinese Food and culture (noodles/rice, Chinese Lucky Coin/ cherry blossom tree, Dragon/Lion Dance, costume, lantern), Year of the Rabbit (and also the 12 animals Chinese Zodiac's story), Fruits and Vegetables, about my body (Anatomy of the Human Body),5 senses (sight, sound, smell, taste and touch), Dental Health (how to look after your teeth, who to see/check your teeth), My Family, World Book Day (Teachers performing for parents, children and Guests), African animals, Mother's/ Grandmother's Day and Spring (comparing with other seasons summer, autumn and winter). Through story time, they learn to respond to what they hear with relevant comments. They are encouraged to give attention to what others say and respond appropriately while engaged in another activity.

Events & Trainings
Easter Egg Hunt 06/04/2022

World Book Day 27/04/2022

Taking group photos 01/6/2022

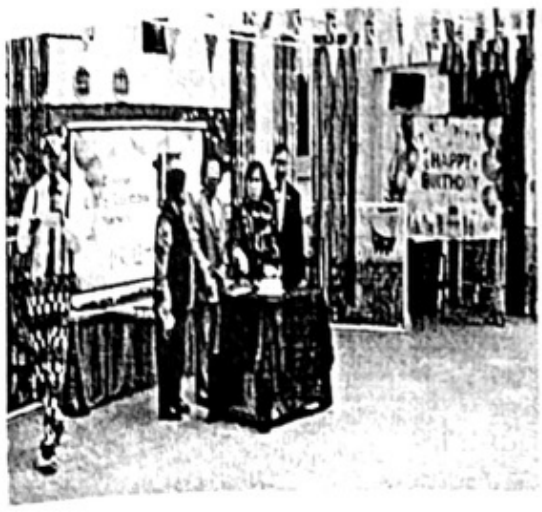
Graduation Ceremony on 7/7/2022

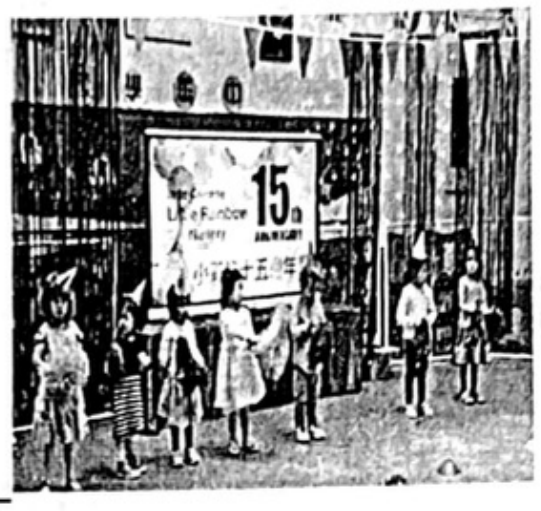


Mid- Autumn Festival (08/09/2022)

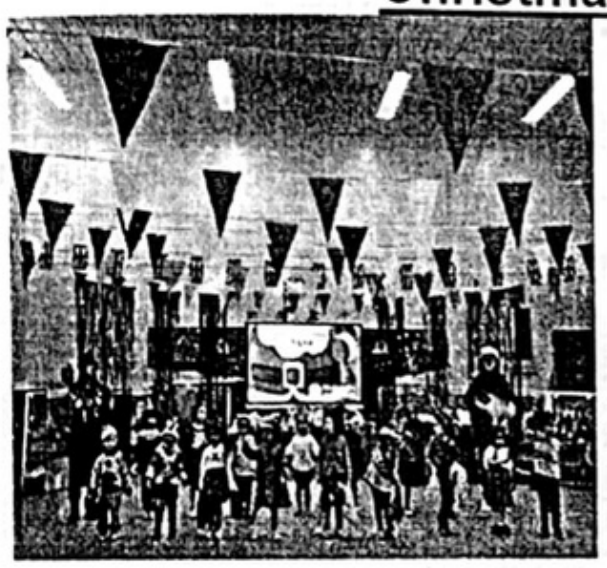
Halloween Party (31/10/2022)

Nursery's 15th Anniversary Party(10/11/2022)

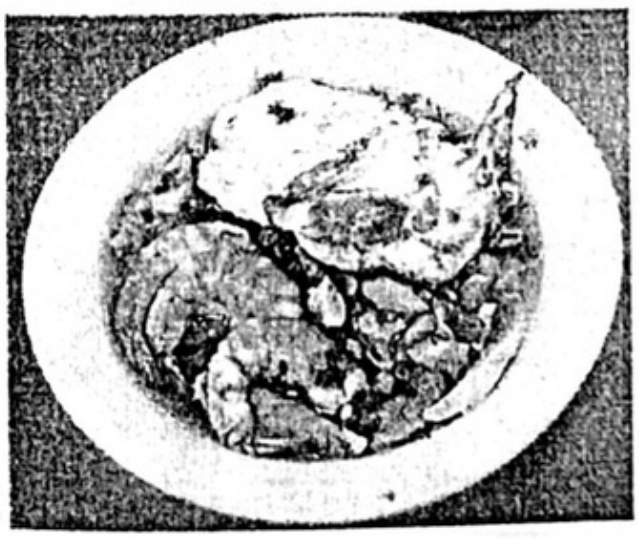




Christmas Party 1/12/2022



Birthday Celebration for Nursery Staff



Outing 31/03/2023

World Book Day 4/3/2023

Training courses staff have attended online & in person during 2022

Date	Training Course	Number of Staff
25/03/2023	1. Pediatric First Aid	2

Survey outcome from April 2022-March 2023

The questionnaires were carried out to evaluate the standard of services provided and to be used as benchmark for future improvements.

Service:

	Excellent	Good	Satisfactory	Poor
Friendliness	95%	5%	-	-
Helpfulness	90%	10%	-	-
Responsible	95%	5%	-	-
Professional	90%	10%	-	-

Environment:

	Excellent	Good	Satisfactory	Poor
Cleanliness	90%	10%	-	-
Safety	90%	10%	-	-
Comfortable	95%	5%	-	-
Welcoming	95%	5%	-	-

Meals:

	Excellent	Good	Satisfactory	Poor
Nutrition	90%	10%	-	-
Variety	85%	15%	-	-
Meets the needs	95%	5%	-	-
Portion	95%	5%	-	-

Future/ Long Term planning

+ The continuous implementation of the Statutory Practice of Early Years Foundation Stage
+ Extend opportunities for children to develop their independence skills.
+ Support settling in for new children
+ Outing for Reception & Toddler

+ Enroll potential staff on NVQ Childcare Level 3
+ Taking group photo with graduates of 2023
+ Graduation Day on 06/07/2023

Special thanks to:

1. Mr Truong & Mrs Huynh who have constantly supported and supervised the nursery project ,especially Mrs Huynh who has contributed a great deal of information over the improvement of the operation as a whole.
2. Mr Dan Chang, the IT consultant.
3. Constant support form MC members: Mrs Ho, Ms Cindy & Mrs Quan Mai

After-School Club

The After-School Club Attendance (Period: Financial Year 2022/2023)

During this financial year, the number of After-school Club attendance still remains low comparing to pre-pandemic level as Covid-19 pandemic has severely caused some parents being unemployed or working part-time only. The attendance figures for year 2022/2023 are as follow:

	1st Quarter April 2022– June 2022	2nd Quarter July 2022 – September 2022	3rd Quarter October 2022 – December 2022	4th Quarter January 2023 – March 2023	**Total**
Number of Attendance	93	78	162	179	**512**

The Operation of After-School Club

After-School Club operates Monday to Friday from 3.30pm to 6pm during term times, and it shares workforce from the nursery, formed of one manager and one nursery staff member involving in collecting children from schools and supervising children's activities during the club hours.

The Services of After-School Club

The after-school club services have helped many working parents to ease their pressure. The club also provides light snack, a spacious place, and leisure activities for different aged children to play with and experience. In particular, our staff pay attention to children's behaviour issues and have strengthened the communication with parents and school teachers. The club's teachers encourage children to complete their worksheets in subjects such as English and Mathematics. The club's setting also provides some art and crafts to keep children busy and extend their interests in creativity.

After-School Club's Annual Survey and Parents' feedback

Environment

	Excellent	Good	Satisfactory	Poor
Cleanliness	100%			
Safety	100%			
Comfortable	100%			
Welcoming	100%			
Decorations	100%			

Service

	Excellent	Good	Satisfactory	Poor
Friendliness	100%			
Helpfulness	100%			
Responsibility	100%			
Professionalism	100%			

Snack

	Excellent	Good	Satisfactory	Poor
Nutrition		100%		
Variety	60%	40%		
Portion	60%	40%		

Conclusion

Although the time is challenging and difficult for many people including parents, we still hope that in the future as the society is returning to normal, more parents would need our after-school club services. However, there are still more challenges in the future for After-School Club to overcome in terms of its development, such as the competition from other previously-established After-School Clubs in the area, and the clubs run by the local schools. In the future, our club will continue to provide good services for our parents and children, and to develop more potential opportunities from other local schools, such as Tidemill Academy, Invicta Primary, and St Joseph's.

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Indo-Chinese Community Day Centre Project
Annual Report: April 2022 - March 2023

1. Day Centre Introduction:

The Day Centre, operating on Tuesdays and Thursdays, provides a safe and friendly space for its users to en socialising, with healthy and freshly home-made luncheon and the care services in the Centre. It also provic catering services for Nursery during weekdays (from Monday to Friday), and Luncheon Club (from Tuesday Friday).

The Day Centre organises activities to celebrate traditional festivals (such as Dragon Boat Festival, M Autumn Festival, Christmas, etc.) and special events (eg. Nursery's Graduation, Anniversary party, etc.). Al it provides facilities and space when a staff training or event space is needed, such as First Aid trainir nursery's parties, and the after-school club.

The daily activities organised at the Day Centre include: Ma Jong Games, Chinese TV drama Chinese/Cantonese TV news, social talks, Luncheon Club, food ordering/delivery services, etc. This report w present a general profile of the Day Centre activities and visits and the results of our annual service use satisfaction questionnaire.

The table below shows the usage of the Day Centre services in this financial year:

Annual	Contractual Members	Day Centre Activities	Food Ordering/Delivery	Total
April 2022 - June 2022	75	597	90	762
July 2022 - Sept 2022	78	713	90	881
Oct 2022 - Dec 2022	72	942	61	1075
January 2023 - March 2023	75	906	114	1095
Total	**300**	**3158**	**355**	**3813**

2. Day Centre Services:

Throughout this financial year, the Day Centre's managers and staff including the mini-bus driver and voluntary kitchen assistant, continued to provide the following services to our elderly clients:

1) **The Luncheon Club (from Tuesday to Friday)**: The Day Centre provides catering services to the elderly Day Centre members, staff, committee members, nursery children, and all festive activities and events held at the centre.
2) **Ordering and delivering food**: The Day Centre has developed food ordering and delivery services to assist elderly service users, staff, and committee members with purchasing Chinese vegetables, fruits, seafoods/meat, dim sum, the imported products of Southeast Asia, etc. Although current cost of living continues to rise, this service, voluntarily organised by Mrs Lan, is still able to help community members find the discounted prices for daily essentials, especially thanks to the local Chinese supermarket Fu-Qing, Chan Brothers (run by former school-parent often offering best quality and price for seafoods and meat, and Taipec Ltd. When necessary, managers and day centre staff also deliver essential food and items to members' residence.
3) **Celebrating elderly members' and staff's birthdays each month:** This has created cheerful, warm, and caring atmospheres within the centre, much appreciated by the elderly members and staffs. Positive feedbacks have also been received from the elderly members' family.
4) **Collaborating with other projects:** The centre staff also collaborate with the nursery, after school club, and Chinese school when a training or event space is needed, in order to strengthen the support network for our community.
5) **Social communications with elderly members:** Managers/staff socialise with centre clients, making them feel more welcomed and supported and giving us better understanding of their needs.
6) **Checking environment & arranging repairs/cleaning:** Managers/staff regularly check the centre environment to ensure everything is in good working order, with repairs/cleaning arranged if required (eg. the cleaning of kitchen extraction system). This also includes daily monitoring of the CCTV system and visitor checks.

Total Attendance of Contractual Members from Each Borough and Days in 2022/23

	Contractual Member	Total Attendance days (On Tuesdays & Thursdays)
Greenwich	1	100
Southwark	1	100
Lewisham	1	100
Total	**3**	**300**

Day Centre collaborates with Chinese School and Nursery to organise many events and celebrations, and to provide catering services for the event when needed. **The table below shows the actual date of the events held at the centre during this financial year:**

Activities held at the Centre	Date Held
Dragon Boat Festival Celebration (held internally)	02.06.2022
Nursery's Graduation Photography Day	08.06.2022
Nursery's Graduation Ceremony	06.07.2022
Mid-Autumn Festival Celebration (held internally)	08.09.2022
Chinese School's start of new academic year 2022/23	10.09.2022
Nursery's 15th Anniversary Party	10.11.2022
Christmas Party (held internally)	01.12.2022
Nursery's World Book Day	02.03.2023

3. Annual service Quality Survey Result

Summary – In order to improve service quality and review client experience, the annual service quality surv was conducted with all our current service users. Our questionnaire covered topics over a variety of subje related to the day Centre services, including care service, luncheon club, day centre hygiene, Emerger Procedure ,mini bus service, Event/Party/ Activities and Complaints Procedure . The latest result shows th clients are very satisfied with the day centre's overall service quality.

The chart below shows the survey result in more details:

Agenda	Result		
Attitude of staff	Good: 100%	Average: nil	Poor: nil
Luncheon club	Good: 100%	Average: nil	Poor: nil
Day centre Hygiene	Good: 100%	Average: nil	Poor: nil
Emergency procedure	Good: 100%	Average: nil	Poor: nil
Mini-bus service	Good: 100%	Average: nil	Poor: nil
Event/party/activities	Good: 100%	Average: nil	Poor: nil
Complaints Procedure	Good: 100%	Average: nil	Poor: nil

4. Conclusion

Although the aftermath of Covid-19 pandemic has caused difficulty and challenges in the Day Centre operations, we still continue to provide and develop new services such as food ordering for the elderl staff, and community members where possible. On the other hand, we hope social services will fund an refer more service users to our Day Centre services, which provides opportunities for elderly members socialise and to participate in various cultural activities, helping them to combat feelings of loneliness an isolation during these difficult times of Covid-19 pandemic. Our centre is also a popular venue as a locatio for training courses, thanks to convenient transport links, low costs of hire, spacious rooms and we equipped facilities, and our distinctive building environment.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

England & Wales - Charity number 1064620

Accounts

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.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 2022

REGISTERED CHARITY NO. 1064620

REGISTERED COMPANY NO. 02701526

INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

Company Information

TRUSTEES

Director and Deputy Chair	Tuyet Binh Lam
Director	Hanh Nong (Resigned June 2021)
Director and Chair	Say Phu Sam
Secretary and Member	Moi Song Ho
Director and Treasurer	Yu Chun Lin
Member	Mai Quan
Member	Duc Phong Luu
Member	Oi Khan Siu
Member	Tu Chan Tran
Member	Pansy Chaw
Member	Thuy Duong Hoang (Resigned March 2022)
Member	Cindy Kwek
Member	Ka Chuong Tran

INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

Company Information

Centre Manager and Head Teacher	Van Cuong Truong MBE
Trainee Centre Manager and Nursery Operations Manager	Wei Fenby
Company Number	2701526 (England and Wales)
Charity Number	1064620
Address	33 Clyde Street London SE8 5LW
Bankers	Barclays Bank Plc Rotherhithe Surrey Docks Branch, Ploughway London SE16 2LW Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Bank of Taiwan Level 5, City Tower, 40 Basinghall Street London EC2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ Lloyds Bank Plc PO Box 545, Faryners House, Monument Street London EC3R 8BQ
Accountants	Paige-McLean & Co. Accountants 11 Strangford Place, Broomfield, Herne Bay, Kent CT6 7UJ
Auditors	Levicks Chartered Accountants and Business Advisers 61 London Road, Maidstone Kent ME16 8TX

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

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THE CHAIR'S REPORT 2021/2022

The year 2021/2022 has been a difficult and challenging year. Since the outbreak of Covid-19 pandemic, we have followed the government's advice to operate all of our services, which had caused significant impact on our revenue and operations across all projects, including Day Nursery & After-School Club services, Day Centre services, and Saturday Chinese School all being affected. Although the government has ended all Covid restrictions in March 2022, the negative impact of this pandemic aftermath is still expected to continue in the next financial year and may take more time to recover.

The SHP, operating without the core funding from Lewisham council, has been difficult to maintain its operations. However, we use our reserve to cover the cost of service and continuously maintain SHP services, mainly focusing on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery services including After-School Club provision.

Even though under threaten financial constraint and the shortage of manpower's, with the highly dedication & co-operation of staffs, the centre has been managed as well as we wished to continue providing multiple and comprehensive services for the members of Lewisham Indo-Chinese community and its neighbouring area such as Southwark and Greenwich.

During the year 2021/2022 the following services have been provided to the members of Indo-Chinese Community in southeast London:

- **Self-Help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. This project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Saturday Chinese School, and Day Nursery & After-School Club services.

- **Day Centre Project** is managed by one part-time manager, 1 part-time driver, and a part-time voluntary assistant kitchen. It currently runs 2 days a week (Tuesdays, and Thursdays), and is catering for subscribed members and it provides Day Centre services for some contracted clients in the borough of Lewisham, Greenwich, Southwark. Since the start of Covid pandemic, the day centre has developed food ordering and delivery services, helping

staff, elderly members, and committee members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted price.

- **The Chinese Community School:** is managed by 1 headteacher and 5 teachers. It has provided Chinese Mandarin teaching and GCSE Chinese exam courses, cultural studies, traditional dance and folk songs tuition, etc. It has 74 pupils registered in 6 classes, operating on Saturdays from 9.40am to 1.30pm during term times. However, the school's youth leisure service, originally run from 10.30am till 12.40pm, 36 weeks per year, has not been in operation due to current Covid-19 pandemic and low number of pupils registered. Meanwhile, this year's Chinese New Year Celebration and Children's Chinese Competency Certification (CCCC) with the conjunction from Education of Culture Division of Taipei Representative Office in the UK have both been cancelled due to the government's Covid restrictions in place.

- **Indo-Chinese Little Rainbow Day Nursery Centre & After-school club:** The day nursery, rated 'Outstanding' by Ofsted in 2018, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one F/T Registered Manager, one Operations Manager, and another 8 full/part-time nursery workers. Under the same Ofsted registration, the after-school club operates from Monday to Friday 2.30pm to 6pm, term-time only, providing childcare for primary school aged children (5 to 12 year-olds).

Grants received for the year 2021/2022

Due to Covid-19 pandemic and the government's restrictions, most activities have been cancelled; therefore, no grants have been received from Taipei Representative Office in the UK during this financial year.

Special thanks to Mr Van Cuong Truong MBE the Centre Manager, who has been dedicatedly serving as the person in charge for the Indo-Chinese Little Rainbow Day Nursery since 2007. Also special thanks to Mrs Lan Huynh for offering technical support and innovation to 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 workforces, we will not be able to provide such significant services during the financial year 2021/2022.

Self-Help Project:

Mr. Van Cuong Truong MBE	P/T Centre Manager

Day Centre Services Project

Mrs Lan Thi Huynh	P/T Deputy Centre Manager
Mr Thuan Tien Nguyen	P/T Driver/Care-taker
Ms Ngoc Anh Tran	P/T Voluntary Kitchen Assistant

Chinese Community School Project

Head Teacher:	Mr Van Cuong Truong MBE
Teachers:	Mrs Lan Thi Huynh
	Mr Wei Fenby
	Ms Yan Tung Ng
	Ms Yu Ping Tan
	Ms Yu-Rong Chang (Started in September 2021; Left in October 2021)
	Ms Lai-Ying Cheung (Started in October 2021; Left in December 2021)
	Ms Ka Wa Tam (Started in January 2022; Left in March 2022)
	Mrs Yieng Kiong Wong (Started in March 2022)

Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
Mr Wei Fenby	FT Trainee Centre Manager & Nursery Operations Manager		
Ms Sow Yin Lee	FT Nursery worker		
Miss Anita Hung	FT Nursery worker		Left 01.11.2021
Ms Thi Thuy Anh Lam	FT Nursery worker		
Mrs Qiu Hua Liu	PT Nursery worker		
Ms Yu Ping Tan	PT Nursery worker		
Ms Ishwari Bhatt	PT Nursery worker		
Miss Shan-Qi Huang	PT Nursery worker		Left 15.07.2021
Ms Deli He	PT Nursery worker		
Miss Yu Han He	PT Nursery worker	Started 14.09.2021	
Ms Ka Wa Tam	PT Nursery worker	Started 18.01.2022	Left 17.02.2022
Ms Mei Yan May Poon	PT Nursery worker	Started 15.02.2022	

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

Taipei Representative Office in the UK
Taipec Ltd.

Mr Say Phu Sam
Chair

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2022

The directors and trustees present their report and accounts for the year ended 31 March 2022.

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 trustees 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.

Achievements and performance

Even though under threat of financial constraint and shortage of manpower, with the dedication and co-operation of staff, the centre has managed as well as we wished to and continued to provide multiple and comprehensive services for members of Lewisham Indo-Chinese community in South East London:-

Day care centre – this service runs 2 days a week catering for subscribed members including disabled and wheel chair users. It provides day care services for contracted clients in the Boroughs of Lewisham, Southwark and Greenwich. Since the start of the Covid pandemic, the day centre has developed food ordering and delivery services, helping staff, elderly members and committee members to purchase vegetables, fruits, seafood, southeast Asian products, etc. at discounted prices.

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studies, traditional dancing and folk songs. It has 74 pupils registered in 6 classes. There is normally a youth leisure service 36 weeks each year and after school courses in Chinese dance, Kung Fu, and self defence. It also runs a Chinese ability test for non-Mandarin speakers (British born Chinese) in conjunction with the education and culture division of the Taipei Representative Office in the UK. Due to the Covid-19 restrictions, neither of these were able to take place this year.

Little Rainbow Day Nursery - provides bi-lingual day nursery services to children from 6 months to 5 years old, rated 'outstanding' by Ofsted in September 2018. The after-school club operates from Monday to Friday, 2.30pm to 6pm, term-time, only, providing childcare for primary school aged children (5 to 12 year olds).

Reserves policy

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 periodically, and the further development of community services.

Financial review

The year 2021/2022 has been a difficult and challenging year. Since the outbreak of the Covid-19 pandemic, which caused significant impact on our revenue and operations across all projects, we have followed the government's advice regarding the operation of all of our services.. The Day Nursery and After School Club services, Day Centre services, and Saturday Chinese School were all affected. The negative impact of this pandemic aftermath is expected to continue in the next financial year and may take more time to recover.

Since July 2015, Lewisham council has ceased funding our Self-help project, which has had a significant impact on our service. As a result we have used our reserves to cover the cost of the service and focussed on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery service and developing the After-School Club provision.

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 31 MARCH 2022

Directors and trustees

The directors who served during the year were:

Tuyet Binh Lam
Moi Song Ho (Resigned June 2021)
Hanh Nong (Resigned June 2021)
Yu-Chun Lin (Appointed June 2021)
Say-Phu Sam (Appointed June 2021)

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.

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.

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commissioners in respect of public benefit.

Statement of disclosure of information to auditors

The directors and trustees of the charity who held office at the date of approval of this trustees report confirm that:

- In so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware; and
- They have taken all steps that they ought to have taken as trustees and directors in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2022

Auditors

The auditors, Levicks, Chartered Accountants, will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

Small Company regime

This report has been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

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

SAY PHU SAM Director and Chair

12th

Dated June 2022

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL FOR YEAR ENDED 31 MARCH 2022

Opinion

We have audited the financial statements of Indo-China Refugee Group Chinese Community School (the "Charity") for the year ended 31 March 2022 which comprise the Statement of Financial Activities, incorporating the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

J A Griggs
Senior Statutory Auditor
For and on behalf of Levicks, Statutory Auditor
61 London Road
Maidstone
Kent ME16 8TX

24TH June 2022

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
INCOME FROM:					
Donations and legacies					
Building Maintenance Fund		-	-	-	-
Community Centre		-	-	-	130
Day Nursery Centre		-	126,823	126,823	116,489
Elderly People Service Project		-	3,780	3,780	30,198
Chinese Community School		-	6,828	6,828	2,824
Youth Association		-	-	-	-
	3	-	137,431	137,431	149,641
Investments		11	6,425	6,436	11,076
Charitable activities	3				
Building Maintenance Fund		-	-	-	60
Community Centre		-	-	3,700	6,850
Day Nursery Centre		-	371,786	371,786	265,885
Elderly People Service Project		-	28,172	28,172	19,449
Chinese Community School		-	11,838	11,838	9,310
Youth Association		-	55	55	245
		-	411,851	411,851	301,799
TOTAL INCOME		11	555,707	555,718	462,516
EXPENDITURE ON					
Charitable activities	3	-	314,823	314,823	289,346
Other	3	33,891	14,907	48,798	26,518
TOTAL EXPENDITURE		33,891	329,730	363,621	315,864
NET INCOME/(EXPENDITURE)		(33,880)	225,977	192,097	146,652
Loss on Investments – realised		-	-	-	-
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(33,880)	225,977	192,097	146,652
TRANSFERS	4	77,180	(77,180)	-	-
TOTAL FUNDS BROUGHT FORWARD		124,610	4,133,911	4,258,521	4,111,869
TOTAL FUNDS CARRIED FORWARD		167,910	4,282,708	4,450,618	4,258,521

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31 MARCH 2022

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
FIXED ASSETS					
Tangible	5	46,568	1,521,927	1,568,495	1,520,804
Investments	6	-	-	-	-
		46,568	1,521,927	1,568,495	1,520,804
CURRENT ASSETS					
Debtors	7	8,436	13,099	21,535	44,490
Cash at Bank and in Hand	8	120,192	2,778,502	2,898,694	2,758,089
		128,628	2,791,601	2,920,229	2,802,579
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	9	7,286	30,820	38,106	64,862
NET CURRENT ASSETS		121,342	2,760,781	2,882,123	2,737,717
NET ASSETS		167,910	4,282,708	4,450,618	4,258,521
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	13	167,910	-	167,910	124,610
Restricted Funds:	13				
Building Maintenance Fund		-	1,700,431	1,700,431	1,700,052
Day Nursery Centre		-	1,281,114	1,281,114	1,031,056
Elderly People Service Project		-	1,045,515	1,045,515	1,147,773
Chinese Community School		-	225,218	225,218	224,687
Youth Association		-	30,430	30,430	30,343
		167,910	4,282,708	4,450,618	4,258,521

TUYET BINH LAM
Director

Dated 12th June 2022

INDO-CHINA REFUGEE GROUP CHINESE COMMMUNITY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
Net cash provided by (used in) operating activities	195,659	553,012
Cash flows from investing activities:		
Interest from investments	-	-
Purchase of property, plant and equipment	(55,054)	-
Redemption of investments	-	-
Net cash provided by (used in) investing activities	(55,054)	-
Cash flows from financing activities	-	-
Change in cash and cash equivalents in the reporting period	140,605	553,012
Cash and cash equivalents at the beginning of the reporting period	2,758,089	2,205,077
Cash and cash equivalents at the end of the reporting period	2,898,694	2,758,089

NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2022	2021
	£	£
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	192,097	146,652
Adjustments for:		
Depreciation charges	7,363	4,118
(Gains)/losses on investments	-	-
Interest from investments	-	-
(Increase)/decrease in debtors	22,955	435,564
Increase(decrease) in creditors	(26,756)	(33,322)
Net cash (used in) provided by operating activities	195,659	553,012

Analysis of cash and cash equivalents

	2022	2021
	£	£
Cash at bank and in hand	2,898,694	2,758,089

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

1.ACCOUNTING POLICIES

The following accounting 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, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

The company is a public benefit entity as defined by FRS 102. The directors and trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are presented in sterling, which is the functional currency of the entity.

Fixed assets and depreciation

Depreciation is provided 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
Lift	30 years
Security Doors	10 years

No depreciation is provided on the cost of the Freehold Building on the grounds that it would be immaterial because its estimated residual value is not lower than its cost, given the scale of the increase in London property values in the twenty-one years since it was built.

Investment gains and losses

Investments are stated at market value and the annual unrealised gain or loss is shown in the statement of financial activities. Realised gains and losses are shown when the investment is sold, or redeemed at par.

Fund transfers

Transfers between funds are included only where restrictions permit such transfers or it is necessary to properly reflect the underlying assets of the fund.

Pension contributions

The charity operates a defined contribution pension scheme with The People's Pension and the pension charge represents amounts payable by the charity to the fund in respect of the year.

Income recognition

Grants and legacies are accounted for as soon as the charity is notified of its legal entitlement and the amount due. Fees are recognised when invoiced. Interest is accounted for when receivable. Where separate accounts are held for funds, interest is credited to that fund. Other interest is apportioned to individual funds on an average basis.

1.ACCOUNTING POLICIES (CONTINUED)

Expenditure recognition
Expenditure is accounted for as incurred, or when there is a legal obligation for payment, and is accounted for gross of VAT.
Costs incurred are allocated on an actual basis to the project to which it relates.

Current assets
Amounts owing to the charity as at 31 March are shown as debtors.
Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the following year.

Current liabilities
Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that were not settled as at that date.

2. NET INCOME

	2022	2021
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	7,363	4,118
Auditors remuneration including VAT (for audit services)	3,600	3,480

3. SUMMARY OF FUND MOVEMENTS

See page 16 and 17.

4. TRANSFERS BETWEEN FUNDS

	2022	2021
	£	£
From the restricted Day Nursery fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building as well as audit fees.	43,480	40,000
From the restricted Elderly People Service Project fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building.	30,000	30,000
From all restricted funds to unrestricted funds for Community Centre contribution towards Levicks fees	-	1,150
From unrestricted Community Centre to restricted Nursery Fund for payment of Paige-McLean fees	-	(600)
From restricted Elderly People Service Project and Community School to unrestricted Community Centre for Wages and PAYE in prior years	-	5,456
From restricted community school to unrestricted community centre for use of facilities	3,700	-
	£77,180	£76,006

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

3. SUMMARY OF FUND MOVEMENTS

	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Income:							
Donations							
London Borough of Lewisham	-	126,823	-	-	-	-	126,823
Job Retention Scheme Grant	-	-	3,780	-	-	-	3,780
Others	-	-	-	6,828	-	-	6,828
Investments:							
Bank deposit interest	359	2,104	3,224	736	2	11	6,436
Treasury gilt interest	-	-	-	-	-	-	-
Charitable activities:							
Fees from pupils	-	371,786	-	11,838	-	-	383,624
Home care income:							
London Borough of Lewisham	-	-	3,840	-	-	-	3,840
Royal Borough of Greenwich	-	-	3,880	-	-	-	3,880
London Borough of Southwark	-	-	4,340	-	-	-	4,340
Other charitable activities	-	-	16,112	-	55	-	16,167
Total Income	359	500,713	35,176	19,402	57	11	555,718
Expenditure							
Charitable activities:							
Staff costs and tutor fees	-	188,934	86,315	13,376	-	-	288,625
Other charitable expenditure	-	9,802	16,396	-	-	-	26,198
Other							
Auditors remuneration	(80)	(800)	(500)	(300)	(80)	5,360	3,600
Accountancy fees	50	1,400	450	270	50	725	2,945
Depreciation	-	880	231	1,313	-	4,939	7,363
Administration costs	10	6,959	4,542	512	-	22,867	34,890
Total expenditure	(20)	207,175	107,434	15,171	(30)	33,891	363,621
Net Income/(Expenditure)	379	293,538	(72,258)	4,231	87	(33,880)	192,097

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

3. SUMMARY OF FUND MOVEMENTS

		Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Net Income/(Expenditure)		379	293,538	(72,258)	4,231	87	(33,880)	192,097
Loss on investments – realised		-	-	-	-	-	-	-
Net movement in funds before transfers		379	293,538	(72,258)	4,231	87	(33,880)	192,097
Transfers	**Note 4**	-	(43,480)	(30,000)	(3,700)	-	77,180	-
Net movement in funds after transfers		379	250,058	102,258	531	87	43,300	192,097
Total funds brought forward		1,700,052	1,031,056	1,147,773	224,687	30,343	124,610	4,258,521
Total funds carried forward		1,700,431	1,281,114	1,045,515	225,218	30,430	167,910	4,450,618

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

5. TANGIBLE FIXED ASSETS	Building Project	Office Equipment	Mini Buses	Total
COST	£	£	£	£
Balance at 1 April 2021	1,515,454	124,666	39,440	1,679,560
Additions	-	55,054	-	55,054
Disposals	-	-	-	-
Balance at 31 March 2022	1,515,454	179,720	39,440	1,734,614
DEPRECIATION				
Balance at 1 April 2021	-	119,317	39,439	158,756
Charge for the year	-	7,363	-	7,363
On Disposals	-	-	-	-
Balance at 31 March 2022	-	126,680	39,439	166,119
NET BOOK VALUE				
Balance at 31 March 2022	1,515,454	53,040	1	1,568,495
Balance at 31 March 2021	1,515,454	5,349	1	1,520,804

6. INVESTMENTS	2022	2021
	£	£
Market Value brought forward	-	-
Realised/Unrealised (Loss)	-	-
Redemption in year	-	-
Market Value at 31st March 2022	-	-

7. DEBTORS AND PREPAYMENTS	2022	2021
	£	£
Day Centre Debtor	1,640	-
Pupils Fees	4,950	-
Accrued Interest on Deposits	3,495	6,118
Prepayments	6,324	6,169
Owed between Projects	5,126	32,203
	21,535	44,490

8. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £184,800, as a building maintenance fund.

9. LIABILITIES:AMOUNTS FALLING DUE WITHIN ONE YEAR	2022 £	2021 £
Monies Received in Advance	19,132	17,260
Accruals	13,848	15,399
Owed between Projects	5,126	32,203
	38,106	64,862

10. STAFF COSTS	2022 £	2021 £
Salaries and benefits	249,706	230,733
Employer's national insurance	16,363	11,854
Pension costs	7,555	3,540
Pension software	936	936
Training	689	891
	275,249	247,954

During the year, the average number of employees was 13 (2021 – 16), none of whom were paid more than £60,000. Of those, 9 were day nursery staff, 2 were the day centre manager and the caretaker/driver for the Elderly Project, the remaining 2 being the centre manager and his deputy.

11. PENSION COMMITMENTS

The Charity operates a defined contribution scheme for staff. The assets of the scheme are held separately from those of the company in an independently administered fund.

12. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

No remuneration was paid to trustees in the year, and no expenses were reimbursed. The aggregate of unconditional donations paid to the charity during the year was £Nil. There were no conditional donations.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

13. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

The funds of the Community Centre, which is largely funded by contributions from the other projects, are unrestricted, and are used for the upkeep of the building at 33 Clyde Street,,London. It has also assumed responsibility for the functions of the Self Help Project, which enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service.

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND

Monies set aside for future investment into land and buildings and ongoing maintenance of the building to a high standard.

DAY NURSERY CENTRE

Bilingual Mandarin and English day nursery providing day care and childminding for children aged 6 months to 5 years

ELDERLY PEOPLE SERVICE PROJECT

The Day Centre provides a safe and friendly space for its users to enjoy socialising, gentle exercise, healthy luncheon and the care service in the centre.

CHINESE COMMUNITY SCHOOL

To provide schooling to children in the Chinese community in Chinese language and culture.

YOUTH ASSOCIATION.

The Youth Club was combined with the charity during the year ended 31 March 2018. It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

14. GENERAL INFORMATION

Indo-China Refugee Group Chinese Community School is a company limited by guarantee, and therefore having no share capital, incorporated in England.

The registered office is 33 Clyde Street, London, SE8 5LW and the registered number is 02701526.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE SELF-HELP PROJECT
ANNUAL REPORT 2021/2022

Introduction

It has been 38 years since the inception of the project in 1984 and its location has attracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now more than 4,000 Indo-Chinese and Vietnamese people living in Lewisham and its neighbouring areas of Greenwich and Southwark, becoming one of the districts with the highest Chinese population in the capital.

Due to Lewisham council's funding cut, the Self-help project has lost its core funding and has been drastically reduced. We no longer provide advice on Welfare, DSS or housing, nor charging standard membership fees. However, additional charges for individual services, such as verifying photos for passport application, were implemented in order to support the continuation of the project.

The services run by Indo-Chinese Community Centre are as below:

1. Self-help Project: The project is available Monday to Friday 9.30am to 5.30pm and is staffed by one manager, funded itself by the Indo-Chinese Elderly Services Project. The project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre / Luncheon Club, Day Nursery services / After-School Club, and Chinese School.

2. Mother Tongue Education Project: The aim of the project is to run Mandarin Chinese Classes for Indo-Chinese children living in the Boroughs of Lewisham, Greenwich, Southwark and its neighbouring areas. All classes are taught on Saturdays from 9.40am to 1.30pm with 4 lessons during term times, and pupils can take courses leading up to GCSE examinations. However, for this financial year, affected by the uncertainty of Covid-19 pandemic and restrictions, the number of pupils registered remained significantly low comparing to pre-pandemic years. Currently there are 74 pupils registered and a total of 6 classes including Nursery, Reception, Year 1, Year 2, Year 3, and Year 4. The total number of staff consists of 1 headteacher and 5 teachers. This year's Chinese New Year was celebrated internally among teachers and pupils, unable to open to parents/guests due to Covid restrictions and relatively low number of pupils performing.

3. Little Rainbow Day Nursery Services:

It is an Ofsted-rated 'Outstanding' nursery, providing full-day care for the children from 6 months to 5 years old with bilingual teaching (English and Mandarin Chinese), opens whole year 5 days per week from 8am to 6pm. The Day Nursery is staffed by one full-time Registered Manager, one Nursery Operations Manager, and another 8 full-time & part-time

nursery workers, with the After-School Club provision operating under the Nursery's Ofsted registration, providing services for primary school children from age of 5 to 11.

4. Indo-Chinese Day Centre Services:
This project is staffed with one part-time manager, one part-time driver, and one voluntary kitchen assistant. The project provides lunch, home visits, transportation and is opened two days per week (on Tuesdays and Thursday) from 10am till 3.00pm. The day centre is well-facilitated with sufficient space to enable elderly people to take part in organized activities, allowing them to escape from the confines of their homes. There are well-trained and experienced care workers to assist the attendees. The project also provides relief to the heavy workload of the home carers. Currently one mini-bus is operating to care for elderly members and those with walking difficulties in the South East London. The mini bus has currently been given a two-year exemption from London's Ultra Low Emission Zone, valid until October 2023. Therefore, the current minibus will need to be replaced by an electric vehicle before the exemption ends in order to meet the ULE Zone regulations.

5. Youth Club: The club runs on Saturdays at the Chinese community school from 10.30am to 12.40pm during term times. The club operates on a voluntary support, providing bottled water and snacks. However, due to Covid pandemic and low number of pupils at Chinee School, all activities have now temporarily suspended.

6. A Mini Library: The library holds over 5,000 Chinese books and is attached to the community school. In addition, there are many DVDs on Chinese history and culture to let free of charge.

7. 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 2021 – March 2022

The table below shows the total caseworks that have been carried out for the period April 2021 – March 2022.

April 2021 - March 2022	Admin	Education	Banking	Management/ Supervision	Others	Total
1st Quarter Apr-Jun 2021	136	13	4	79	22	254
2nd Quarter Jul-Sep 2021	167	17	20	63	49	316
3rd Quarter Oct-Dec 2021	164	16	11	54	41	286
4th Quarter Jan-Mar 2022	135	12	10	87	38	282
Total	602	58	45	283	150	1138

Admin
Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Acquiring clients signatures for invoices; Issuing contracts to staff members; Responding to letters/emails/calls on a daily basis; Instructing staff to complete administrative work; Updating SHP petty

cash book; Checking meeting minutes/reports of all projects; Preparing payrolls; Double-checking every month's pay slips; Sorting out staff's holiday entitlements; Chasing outstanding invoices; Instructing the bookkeeper on accounting matters; Contacting Taipei Representative Office in the UK; Advertising job vacancies and job descriptions; Booking DBS check appointments for staff; Issuing reference letters to former employees.

Education

Dealing with parents' major requests and other matters of Community School; Preparing test sheets for Community School; Recruiting teaching staff; Contacting Taipei Representative Office in the UK in regard to school matters; producing new pupils' ID cards; Arranging school's lesson timetable; interviewing new teaching staff.

Banking

Dealing with matters related to bank accounts; Deposit at bank; pay in cheques.

Management/Supervision

Interviewing job applicants for nursery vacancies; Reviewing and updating all projects' policies and procedures; Participating in Day Nursery's staff meeting and management meeting; Giving constructive guidance in regard to staff management; Carrying out one-to-one supervision and annual appraisals on staff across all projects; Supervising Day Nursery's management; Overseeing all projects and participating in all project meetings; Contacting insurance companies for annual insurance policy renewal.

Others

Dealing with matters of building maintenance issues; Interviewing job applicants for vacancies; Acquiring signatures for cheques; Purchasing and ordering food for the centre and community members; Solving the mini-bus repair and maintenance issues (such as MOT and other services).

Donations received during the financial year 2021/2022

Due to Covid-19 pandemic and the government imposing continuous restriction measures, most events and celebrations such as Dragon Boat Festival, Mid-Autumn Festival, Christmas, and Chinese New Year were unable to open to the public to participate in, which has caused significant impact on the amount of donation comparing to pre-pandemic years. The donations received during the financial year 2021/2022 are as below:

Taipei Rep. Office in the UK £200

Tiyu Yeh £100

Van Cuong Truong £400

Lan Huynh £400

Wei Fenby £700

Yieng Kiong Wong £160

Pensy Chaw £400

Moi Song Ho £150

Chong Foo Chaw £200

Tuyet Mai Quan £40

K. C. Tsai £100

Total amount of donations: £2,850

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INDO-CHINA REFUGEE GROUP
THE CHINESE COMMUNITY SCHOOL
ANNUAL REPORT 2021/2022

Introduction:

Since the start of Covid-19 pandemic, it has caused significant impact on Chinese school's operations, as well as the number of pupils registered which has dropped significantly comparing to pre-pandemic levels. Despite this, during this financial year, the school has slowly recovered from the damage of this pandemic. With many parents and pupils expressing their willingness to return to Saturday Chinese School for next academic year, we hope the number of pupils would gradually return to pre-pandemic levels.

In the year of 2021/2022, there are currently 74 pupils registered. Apart from being affected by Covid pandemic, we have seen a trend in recent years that the number of pupils has dropped down, mainly due to the following reasons: the birth rates of each family declined; the increase number of Mainland Chinese Schools; many parents ignoring the importance of continuous Mandarin Chinese education in the modern era; and more English schools providing their own Chinese courses, which have given parents a false concept of free Chinese tuition fees and the convenience not having to travel on weekends, but failed to monitor pupils' actual Chinese learning and progress.

This year the school is staffed by a headmaster and other 5 teaching staff members. Following the government's guidance on social distancing and reducing close contact, the Chinese school now provides 4 lessons per week instead of 5 lessons in previous years, 36 weeks per year, with school hours being shortened from 9.40am to 1.30pm by removing 40-minute lunch break. All cultural and sports activities, such as this year's Chinese New Year celebration, Children's Chinese Competency Certification Exam (CCCC), Summer Play Scheme, and Kung Fu lessons have all been cancelled until further notice.

The School curriculum consists of the Chinese primary education (4 years) nursery (2 years). GCSE Chinese syllabus is taught for the pupils from the fourth year onwards. The following are the contents of the School curriculum: Reading, poetry, three-character classic, composition, as well as singing taught to all lower classes including nursery. History and essay tuition are specially taught for upper

classes. There are 3 examination classes (from Year 2 to Year 4) of Children's Chinese Competency Certification Exam (CCCC) in which 28 pupils are being trained for the examinations. However, this year affected by Covid pandemic, Children's Chinese Competency Certification Exam (CCCC) jointly organised by Chinese school and the Educational Department of ROC Taiwan was not able to take place.

The Chinese School is open to children aged 5 to 18 for registration. Most of the pupils are Chinese from Indo-China, living in the Borough of Lewisham and adjacent Borough of Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds, such as Vietnamese, African, and other Europeans also attend the Chinese School.

Number of Pupils in Different Age Ranges:
Age between 5—9 (Lower Nursery Class to Year 1): 46
Age between 10—13 (Year 2 to Year 3): 22
Age between 13+ (Year 4): 6

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 74

Lower Nursery: 21	Upper Nursery: 16	First Year: 9	Second Year: 13
Third Year: 9	Fourth Year: 6		

LIST OF TEACHING STAFF (Starting from September 2021)

NAME	POSITION HELD	NAME	POSITION HELD
Mr V.C. Truong MBE	Headmaster; Teacher of Year 3	Ms Yan Tung Ng	Teacher of Lower Nursery
Mrs T. L. Huynh	Head of Library/Academic section; Teacher of Year 2	Ms Yu Ping Tan	Teacher of Upper Nursery
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 4	Ms Yien Kiong Wong	Teacher of Year 1

Other School Activities

17/07/2021: The 2020/2021 academic year ended.

04/09/2021: The new academic year 2021/22 started, with 74 pupils registered.

25/09/2021: The first fire drill practice for the pupils and teachers.

11/12/2021: Speech competition, with 35 pupils participated.

05/02/2022: Singing Competition, with 32 pupils participated. Chinese New Year was celebrated internally at school.

26/02/2022: The Second fire drill practice for pupils and teachers.

05/03/2022: Dictation, Sentence-making, and Essay competition (whole school participated)

19/03/2022: Phonetic Symbols and Dictionary-lookup competition (whole school participated)

Gratitude

1. Taipei Representative Office in the UK donated a total of 2000 medical face masks in November 2021.
2. Taipei Representative Office in the UK and OCAC contributed Chinese textbooks and a grant of **£3,747.66** for school to purchase an interactive smartboard.

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Indo Chinese Little Rainbow Day Nursery Centre
Annual Report 2021-2022

Registration and Attendance

Up until the end of March 2022, there were 14 babies, 19 toddler & 24 reception children (57 in total)registered at Little Rainbow. Between January and March 2022,4 new children joined the nursery. Also, 2 children left during this quarter due to family relocation. The table below shows the attendants for each room:

Baby Room	April, May, June 2021			July, August, Sept 2021			October, November December 2021			January, February March 2022			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	164	0	0	122	9	24	243	3	38	210	2	14	739	14	76
Part Time	233.5	22	22	260.5	10.5	45.5	241.5	7.5	20.5	265	13.5	28	1000.5	53.5	116
Total	397.5	22	22	382.5	19.5	69.5	484.5	10.5	58.5	475	15.5	42	1739.5	67.5	192

Toddler Room	April, May, June 2021			July, August, Sept 2021			October, November December 2021			January, February March 2022			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	194	12	12	218	11	31	198	1	42	389	10	33	999	34	118
Part Time	345.5	10.5	10.5	324.5	13.5	84.5	412	17.5	52.5	374	21	26	1456	62.5	166
Total	539.5	22.5	22.5	542.5	24.5	115.5	610	18.5	94.5	763	31	59	2455	96.5	284

Reception Room	April, May, June 2021			July, August, Sept 2021			October, November December 2021			January, February March 2022			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	394	12	12	378	7	76	336.5	8	37	327	15	39	1435.5	42	164
Part Time	685	35.5	35.5	349	22	114	339	28.5	35	495	27.5	52.5	1868	113.5	237
Total	1079	47.5	47.5	727	29	190	675.5	36.5	72	822	42.5	91.5	3303.5	155.5	401

Staff Structure

Up until the end of March 2022, our staff consisted of 2 centre managers, 1 registered manager, 1 operations manager, and 8 full-time/part-time nursery workers. Among our nursery workers, 6 hold an NVQ Childcare Level 3 qualification and above; 1 holds Childcare Level 2 qualification & 2 are on NVQ Childcare Level 3 training. In this quarter, 1 worker left the team due to personal reasons. The nursery project has been recruiting and training prospective new staff; also encouraging staff to join the NVQ Childcare Training Programme.

Management

To improve the communication between management and staff, we arrange all-staff meetings every 4-5 weeks. These meetings mainly allow staff to discuss matters regarding daily practices of the nursery, whilst also allowing them to share teaching ideas & thoughts. There have also been Management Meetings taking place every six weeks, dealing with any issues across the 3 rooms & nursery operation. For individual monitoring, we arranged one-to-one discussion every three months. These meetings provide an opportunity for staff to evaluate their performance and share their views with management. We also review staff performance once a year through annual appraisals.

Improvements throughout the year

- Management to provide (annual topics) guidance and support to staff on preparing the weekly plans
- To add fruits & Vegetable to afternoon snacks
- Encourage staff to recommend potential workers to work in the setting
- Permitted only children who are symptom free will be able to attend the nursery. Temperatures will be taken on arrival. Parents will be asked not to enter the premises.
- Children will be supported to wash their hands regularly on arrival, before and after eating, before and after playing & before going home.
- Children must provide own water bottles, baby wipes, nappies, blankets, spare clothes, and a pair of indoor shoes .
- All buggies and scooters will have to be left outside the premises or taken away by parents.
- Provide virtual tour for new parents; actual viewing on Fridays evening around 5:40pm by appointment.
- Purchased a smart board & an all in one computer

Nursery viewing

Due to the pandemic, as of June 2020 we've provided new parents a tour round our setting on Fridays evening by appointment.

Month	Baby Room	Toddle Room	Reception Room	Total
April 2021	6	-	1	7
May 2021	3	-	1	4
June 2021	3	1	2	6
July 2021	2	1	1	4
August 2021	2	3	-	5
September 2021	3	1	-	4
October 2021	2	1	-	3
November 2021	2	1	-	3
December 2021	-	1	1	2
January 2022	2	-	-	2
February 2022	5	-	1	6
March 2022	4	1	-	5
Total	34	10	7	51

Further Improvements

- Ensure 2 managers and all staff to follow all the policies and procedures including the OFSTED safeguarding guidelines and to conduct their work to the standards set by the centre
- To continue to recruit more qualified staff
- To continue developing existing staff members' knowledge and skills
- To implement more Chinese teaching
- To create more interesting and mentally stimulating activities in play time, lessons in learning and eating
- To prepare for the OFSTED inspection

Summary from each room

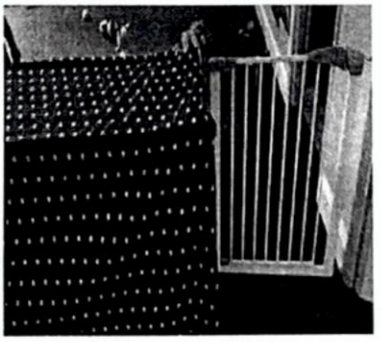
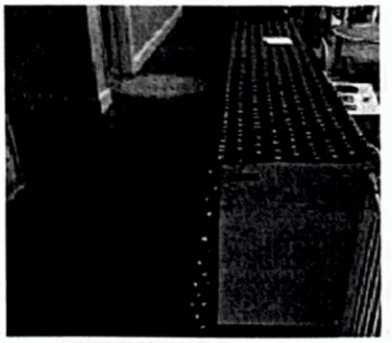
1.Baby room

During the 4th quarter, the children learned topics such as New year, Healthy eating, Fruits and Vegetables, All about Me, My family, Mother's day, Dental health, Sensory play and Spring. Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction with children. We provide props that are related to the stories and rhymes to attract children's interest. New songs are taught to the children both in English and Chinese, old songs will be repeated regularly. Younger children communicates needs and feelings in a variety of ways which include crying, babbling. Some can make own sounds in response when talked to by a familiar staff. We also encouraged children look at books and other printed material with familiar staff. They are supported to handle books with interest.

2. Toddler Room

Besides English, we use simple Mandarin for activities and daily communications throughout in the toddler room. We use flash cards, props to motivate children to learn both English and Mandarin. Each staff takes turn to do the weekly planning and it is

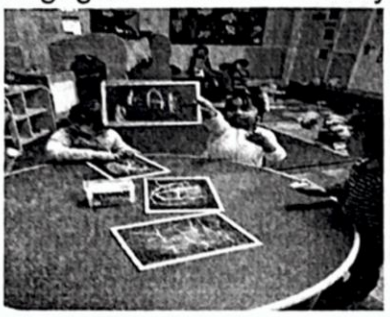
done in advance to fit the children's need and interest. The topics covered on the 4th quarter included New year, Healthy eating, Fruits &Vegetables, Chinese New Year, All about Me, My family, Mother's day, Dental health, Sensory play, Farm & Zoo animals,Spring. We follow the EYFS which cover 7 areas to support and promote children's development. Children are encouraged to share their interests and explore different skills and understand the world. Children's artworks are displayed regularly. Good eating manners and good behaviour are also implemented in the toddler room. We rearranged the toddler room setting using cupboards & furniture to set up the boundaries.

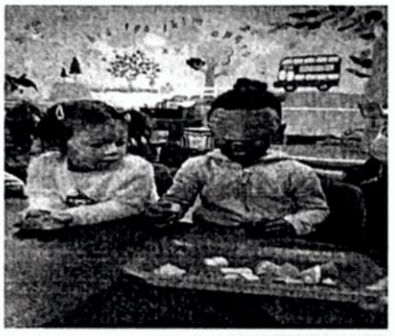



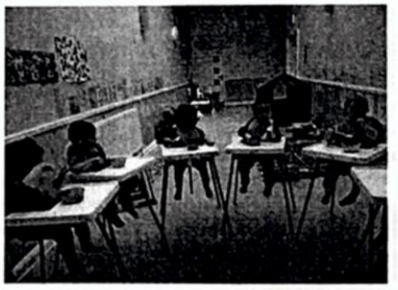
3. Reception Room

We emphasized Mathematics learning and created more Mathematics resources. Children use everyday language to talk about size, weight, position and time. Some of them can recognize, create and describe patterns. They also explore characteristics of everyday objects and shapes and use mathematical language to describe them. Teacher support children to learn , recognise and identify the numbers 1 through 100 and correctly count 10 or more objects. On the 4th quarter, we implemented topics such as New Year ,New Year's Resolution , My body, Chinese Food and culture, Chinese New Year , Year of the Tiger ,5 senses ,Dental Health, My Family, Farm/Zoo animals, Mother's/ Grandmother's Day and Spring .We set target for children who are graduate in July to learn alphabets and how to write their names. Through story time, they learn to respond to what they hear with relevant comments. Questions or actions. They are

encouraged to give attention to what others say and respond appropriately while engaged in another activity..







Events & Trainings

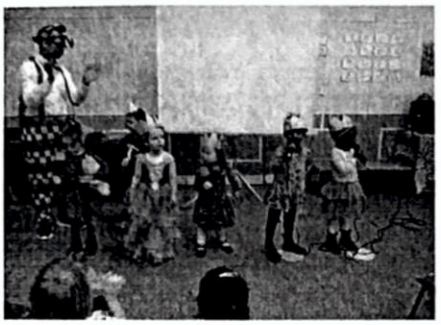
Taking group photos with 2021 graduates on

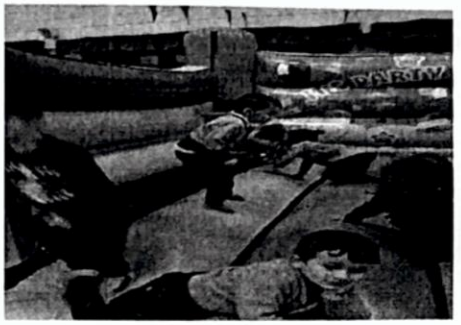
Graduation Ceremony on 14/7/2021

Halloween Party 28/10/2021

Outing 29/10/2021

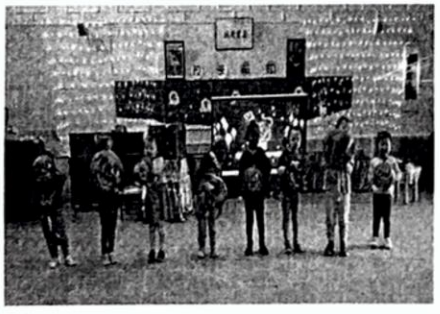
Nursery 14th Anniversary11/11/2021





Christmas Party & Santa Grotto 16/12/2020

Chinese New Year Celebration 01/02/2022



Outing on 25/03/2022

Training courses staff have attended online & in person during 2022

Date	Training Courses	Numbers of Staff
07/01/2022	1. Safeguarding Children Level 3(online)	2
04/03/2022	2. Food Hygiene(online)	3
15/03/2022	3. Safeguarding Children Level 2(online)	3
12/03/2022	4. Pediatric First Aid (practical)	2

Survey outcome from April 2021-March 2022

The questionnaires were carried out to evaluate the standard of services provided and to be used as benchmark for future improvements.

Nursery Service: this area applies to the services which staffs have provided for children and parents; service hour's education for children.

Service	Excellent	Good	Satisfactory	Poor	Comments
Friendliness	95%	5%	-	-	-
Helpfulness	90%	10%	-	-	-
Responsible	95%	5%	-	-	-
Professional	95%	5%	-	-	-

Meals: This refer to the nursery menu provided for the children

Meal	Excellent	Good	Satisfactory	Poor	Comments
Nutrition	95%	5%	-	-	-
Variety	90%	10%	-	-	-
Meets the needs	95%	5%	-	-	-
Portion	95%	5%	-	-	-

Future/ Long Term planning

+ The continuous implementation of the Statutory Practice of Early Years Foundation Stage
+ Extend opportunities for children to develop their independence skills.
+ Support settling in new children
+ Updating Children's Learning Journeys
+ Outing for Reception & Toddler
+ Enroll potential staff on NVQ Childcare Level 3
+ Graduation Day 06/07/2022

Special thanks to:

1. Mr Truong & Mrs Huynh who have constantly supported and supervised the nursery project ,especially Mrs Huynh who has contributed a great deal of information over the improvement of the operation as a whole.
2. Mr Dan Chang, the IT consultant.
3. Constant support form MC members: Mrs Ho, Ms Cindy & Mrs Quan Mai

After-School Club

The After-School Club Attendance (Period: Financial Year 2021/2022)

During this financial year, the number of After-school Club attendance still remains low comparing to pre-pandemic level as Covid-19 pandemic has severely caused some parents being unemployed or working part-time only. The attendance figures for year 2021/2022 are as follow:

	1st Quarter April 2021– June 2021	2nd Quarter July 2021 – September 2021	3rd Quarter October 2021 – December 2021	4th Quarter January 2022 – March 2022	**Total**
Number of Attendance	170	153	134	188	**645**

The Operation of After-School Club

After-School Club operates Monday to Friday from 2.30pm to 6pm during term times, and it shares workforce from the nursery, formed of one manager and two nursery staff members, involving in collecting children from schools and supervising children's activities during the club hours.

The Services of After-School Club

The after-school club services have helped many working parents to ease their pressure. The club also provides light snack, a spacious place, and leisure activities for different aged children to play with and experience. In particular, our staff pay attention to children's behaviour issues and have strengthened the communication with parents and school teachers. The club's teachers encourage children to complete their worksheets in subjects such as English and Mathematics. The club's setting also provides some art and crafts to keep children busy and extend their interests in creativity.

After-School Club's Annual Survey and Parents' feedback

Environment

	Excellent	Good	Satisfactory	Poor
Cleanliness	100%			
Safety	100%			
Comfortable	100%			
Welcoming	100%			
Decorations	100%			

Service

	Excellent	Good	Satisfactory	Poor
Friendliness	100%			
Helpfulness	100%			
Responsibility	100%			
Professionalism	100%			

Snack

	Excellent	Good	Satisfactory	Poor
Nutrition		100%		
Variety	50%	50%		
Portion	50%	50%		

Conclusion

Although the time is challenging and difficult for many people including parents, we still hope that in the future as Covid pandemic gradually easing and the society returning to normal, more parents would need our after-school club services. However, there are still more challenges in the future for After-School Club to overcome in terms of its development, such as the competition from other previously-established After-School Clubs in the area, and the clubs run by the local schools. In the future, our club will continue to provide good services for our parents and children, and to develop more potential opportunities from other local schools, such as Tidemill Academy, Invicta Primary, and St Joseph's.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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Indo-Chinese Community Day Centre Project
Annual Report: April 2021 - March 2022

1. Day Centre Services

The Day Centre provides a safe and friendly space for its users to enjoy socialising, with healthy and freshly home-made luncheon and the care services in the Centre. It also caters for the nursery and Chinese school when a training or event space is needed, such as traditional Chinese festivals celebrations, the Day Nursery parties, and the after-school club. The daily activities organised at the Day Centre include: Ma Jong Games, Chinese TV dramas and singing programmes, Chinese/English magazines and newspapers, Luncheon Club, food ordering and collecting, etc. This report will present a general profile of the Day Centre activities and visits and the results of our annual service users' satisfaction questionnaire.

However, during this financial year, the day centre was closed prior to 08/04/2021 and reopened on 13/04/2021, as London remained in Tier 4 restriction and the government implementing the 3rd national lockdown due to Covid-19 pandemic.

The table below shows the usage of the Day Centre services in this financial year:

Annual	Contractual Member	Day Centre Activities	Total visits
April - June 2021	69	766	835
July - September 2021	81	797	878
October - December 2021	72	895	967
January - March 2022	78	906	984
Total	300	3364	3664

2. Day Centre Activities

Throughout this financial year, the Day Centre's managers and staff including the mini-bus driver and a voluntary kitchen assistant, continued to provide the following services to our elderly clients:

1) **The Luncheon Club (from Tuesday to Friday)**: The Day Centre provides catering services to the elderly Day Centre members, staff, committee members, nursery children, and all festive activities and events held at the centre. Although during this financial year, most events were not open to the public to participate in due to Covid safety measures, those festivals such as Dragon Boat Festival, Nursery's Graduation, Mid-Autumn Festival, Nursery's anniversary, Christmas, Chinese New Year, etc. were still celebrated internally

within our elderly members, staff, nursery children, and committee members in line with the government's Covid rules and guidance.

2) **Ordering and delivering food**: Since the start of Covid-19 pandemic, Day Centre has developed food ordering and delivery services to assist elderly service users, staff, and committee members with purchasing Chinese vegetables and fruits, and the imported products of Southeast Asia, etc. Although current cost of living continues to rise, this service, voluntarily organised by Mrs Lan, is still able to help community members find the discounted prices for daily essential food such as vegetables, fruits, seafood, imported Taiwanese products and snacks, etc., especially thanks to the local Chinese supermarket Fu-Qing, the Chan Brothers run by ex-school parent often offering best quality and price for seafood and meat, and Taipec Ltd. When necessary, managers and day centre staff also deliver essential food and items to members' residence.
3) **Celebrating elderly members' and staff's birthdays each month:** This has created cheerful, warm, and caring atmospheres within the centre, much appreciated by the elderly members and staffs. Positive feedbacks have also been received from the elderly members' family.
4) **Collaborating with other projects:** The centre staff also collaborate with the nursery, after school club, and Chinese school when a training or event space is needed, in order to strengthen the support network for our community.
5) **Social communications with elderly members:** Managers/staff socialise with centre clients, making them feel more welcomed and supported and giving us better understanding of their needs.
6) **Checking environment & arranging repairs:** Managers/staff regularly check the centre environment to ensure everything is in good working order, with repairs arranged if required. This also includes daily monitoring of the CCTV system and visitor checks.
7) **Personal care:** Our ex-staff, by direct payment from our clients, still continued providing personal care services to elderly day centre clients, looking after elderly's physical and mental health.
8) **Continuing to distribute Chinese herb capsules and face masks**: face masks donated by Taipei Representative Office, as well as Chinese herb capsules and medical face masks donated by Chinese Embassy.

Day Centre collaborates with Chinese School and Nursery to organise many events and celebrations. Although most event were unable to allow the public to participate in, we still celebrated internally at our centre in line with Covid rules safety measures. In addition, the Day Centre provided training sessions for staff, such as First Aid training. The Day Centre staff also collaborate with Day Nursery and Chinese School to strengthen the support network for our community. We are able to cater for the needs of the nursery and daycentre clients despite the wide generational gap.

The table below shows the actual date of the events held at the centre during this financial year:

Activities held at the Centre	Date Held
Nursery's Graduation Photography Day	**26.05.2021**
Dragon Boat Festival Celebration (held internally)	**15.06.2021**
Chinese School Reopening	**04.09.2021**
Mid-Autumn Festival Celebration (held internally)	**21.09.2021**
Nursery's Anniversary Party	**11.11.2021**
Christmas Party (held internally)	**16.12.2021**
Chinese New Year Celebration (held internally)	**01.02.2022**

3. Annual service Quality Survey Result

Summary – In order to improve service quality and review client experience, the annual service quality survey was conducted with all our current service users. Our questionnaire covered topics over a variety of subjects

related to the day Centre services, including care service, luncheon club, day centre hygiene, Emergency Procedure ,mini bus service, Event/Party/ Activities and Complaints Procedure . The latest result shows that clients are very satisfied with the day centre's overall service quality.

The chart below shows the survey result in more detail:

Agenda	Result		
Attitude of staff	Good: 100%	Average: nil	Poor: nil
Luncheon club	Good: 100%	Average: nil	Poor: nil
Day centre Hygiene	Good: 100%	Average: nil	Poor: nil
Emergency procedure	Good: 100%	Average: nil	Poor: nil
Mini-bus service	Good: 100%	Average: nil	Poor: nil
Event/party/activities	Good: 100%	Average: nil	Poor: nil
Complaints Procedure	Good: 100%	Average: nil	Poor: nil

4. Conclusion

Although Covid-19 pandemic and the government's lockdown restrictions have caused difficulty and challenges in the Day Centre's operations, we still continue to provide and extend our services such as food ordering for the elderly, staff, and community members where possible. On the other hand, we hope social services will fund and refer more service users to our Day Centre services, where provides opportunities for elderly members to socialise and to participate in various cultural activities, helping them to combat feelings of loneliness and isolation during these difficult times of Covid-19 pandemic. Our centre is also a popular venue as a location for training courses, thanks to convenient transport links, low costs of hire, spacious rooms and well-equipped facilities, and our distinctive building environment.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

England & Wales - Charity number 1064620

Accounts

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 2021

REGISTERED CHARITY NO. 1064620

REGISTERED COMPANY NO. 02701526

INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

Company Information

TRUSTEES

Director and Chair	Tuyet Binh Lam
Director and Deputy Chair	Hanh Nong
Secretary	Say Phu Sam
Director and Treasurer	Moi Song Ho
Member	Mai Quan
Member	Duc Phong Luu
Member	Oi Khan Siu
Member	Tu Chan Tran
Member	Pansy Chaw
Member	Thuy Duong Hoang
Member	Yu Chun Lin
Member	Cindy Kwek
Member	Ka Chuong Tran

INDO-CHINA REFUGEE GROUP

CHINESE COMMUNITY SCHOOL

Company Information

Centre Manager and Head Teacher	Van Cuong Truong MBE
Trainee Centre Manager and Nursery Operations Manager	Wei Fenby
Company Number	2701526 (England and Wales)
Charity Number	1064620
Address	33 Clyde Street Deptford London SE8 5LW
Bankers	Barclays Bank Plc Rotherhithe Surrey Docks Branch, Ploughway London SE16 2LW Santander UK Plc Bridle Road, Bootle Merseyside L30 4GB Bank of Taiwan Level 5, City Tower, 40 Basinghall Street London EC2V 5DE First Commercial Bank 29 Wilson Street London EC2M 2SJ Lloyds Bank Plc PO Box 545, Faryners House, Monument Street London EC3R 8BQ
Accountants	Paige-McLean & Co. Accountants 11 Strangford Place, Broomfield, Herne Bay, Kent CT6 7UJ
Auditors	Levicks Chartered Accountants and Business Advisers 61 London Road, Maidstone Kent ME16 8TX

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THE CHAIR'S REPORT 2020/2021

The year 2020/2021 has been a difficult and challenging year. Due to the coronavirus outbreak in March 2020, we followed the government's lockdown measure to close all of our services from 20th March 2020 to 31st May 2020, which had caused significant impact on our revenue and operations across all projects, including Day Nursery & After-School Club services, Day Centre services, and Saturday Chinese School all being affected. The negative impact of this pandemic aftermath is expected to continue in the next financial year and may take more time to recover.

Since Lewisham council ceased funding our Self-help project in July 2015, SHP has been difficult to maintain its operations as it lost its core funding. Therefore, we use our reserve to cover the cost of service and continuously maintain SHP services, mainly focusing on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery service and developing the After-School Club provision.

Even though under threaten financial constraint & the shortage of manpower's, with the highly dedication & co-operation of staffs, the centre has been managed as well as we wished to continue providing multiple and comprehensive services for the members of Lewisham Indo-Chinese community and its adjacent area with Southwark, Greenwich.

During the year 2020/2021 the following services have been provided to the members of Indo-Chinese Community in south east London:

- **Self-help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. Since the funding from Lewisham council ceased in July 2015, the project has mainly focused on managing and supervising the operations of all the other projects running under the community, such as Day Centre, Saturday Chinese School, and Day Nursery & After-School Club services. In this financial year, these projects were temperately closed in line with the government's lockdown measures between 23/03/2020 and 29/05/2020.

- **Day Centre Project** currently runs 2 days a week (Tuesdays, and Thursdays), and is catering for subscribed members including disabled & wheelchair users and it provides Day Centre services for some contracted clients in the borough of Lewisham, Greenwich, Southwark. During the year 2020/2021, the Day Centre's operations have been largely affected by Covid-19 pandemic and the government's restrictions; therefore, the services had closed several times throughout the year from 24/03/2020 to 03/09/2020, from 05/11/2020 to 01/12/2020, and from 22/12/2020 to 08/04/2021.

- **The Chinese Community School:** has provided Chinese Mandarin teaching and GCSE Chinese exam courses, cultural studies, traditional dances and folk songs tuition, etc. It has 48 pupils registered in 5 classes, operates on Saturdays from 9.40am – 1.30pm. A youth leisure service is also run from 10.30am till 12.40pm, 36 weeks per year. However, due to Covid-19 lockdown, Chinese school had temporarily closed from 21/03/2020 and reopened on 05/09/2020, and later following the government's restrictions, it closed again from 07/11/2020 to 28/11/2020, as well as from 09/01/2021 to 06/03/2021. According to the government's guidance, Kung Fu classes have not been able to operate after school under social distancing rules. Meanwhile, due to the disruption caused by Covid pandemic, this year's Chinese New Year Celebration and Children's Chinese Competency Certification (CCCC) with the conjunction from Education of Culture Division of Taipei Representative Office in the UK have all been cancelled.

- **Indo-Chinese Little Rainbow Day Nursery Centre & After-school club:** The day nursery, rated 'Outstanding' by Ofsted in 2018, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one F/T Registered Manager, one Operations Manager, and another 8 full-time and part-time nursery workers. Under the same Ofsted registration, the after-school club operates from Monday to Friday 2.30pm to 6pm, term-time only, providing childcare for primary school aged children (5 to 12 year-olds). However, during this financial year, the nursery closed temporarily in line with the government's restrictions from 23/03/2020 to 29/05/2020, and was also advised by Department for Education to close from 18/01/2021 to 22/01/2021 due to a Covid positive case within the setting.

Grants received for the year 2020/2021

Due to Covid-19 lockdowns and the government's restrictions causing school closures, all activities have been cancelled; therefore, no grants have been received from Taipei Representative Office in the UK during this financial year.

Special thanks to Mr Van Cuong Truong MBE the Centre Manager, who has been dedicatedly serving as the person in charge for the Indo-Chinese Little Rainbow Day Nursery since 2007. Also special thanks to Mrs Lan Huynh for offering technical support and innovation to 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 2020/2021.

Self-Help Project:

Mr. Van Cuong Truong MBE	P/T Centre Manager

Day Centre Services Project

Mrs Lan Thi Huynh	P/T Deputy Centre Manager
Mr Thuan Tien Nguyen	P/T Driver/Care-taker

Chinese Community School Project

Head Teacher:	Mr Van Cuong Truong MBE
Teachers:	Mrs Lan Thi Huynh
	Mr Wei Fenby
	Ms Yan Tung Ng
	Ms Yu Ping Tan
	Miss Chien Ting Feng (Started in September 2020; Left in March 2021)

Little Rainbow Day Nursery Service

Ms Jacqueline Wong	FT Nursery Manager		
Mr Wei Fenby	FT Trainee Centre Manager & Nursery Operations Manager		
Mrs Wei Li	PT Nursery worker		Left 17/12/20
Ms Yan Tung Ng	FT Nursery worker		Left 29/01/21
Ms Sow Yin Lee	FT Nursery worker		
Miss Anita Hung	FT Nursery worker		
Ms Thi Thuy Anh Lam	FT Nursery worker		
Mrs Qiu Hua Liu	PT Nursery worker		
Ms Silvete Spahiu	PT Nursery worker		Left 26/07/20
Ms Yu Ping Tan	PT Nursery worker		
Ms Ishwari Bhatt	PT Nursery worker		
Miss Shan-Qi Huang	PT Nursery worker		
Ms Lamia Aireche	PT Nursery worker		Left 30/04/20
Miss Angela Voong	PT Nursery worker		Left 30/04/20
Miss Yuen Lam Christy Yiu	PT Nursery worker	Started 09/09/20	Left 16/10/20
Miss Wing Tung Po	PT Nursery worker	Started 13/10/20	Left 26/02/21
Ms Deli He	PT Nursery worker	Started 19/10/20	

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

The Taipei Representative Office in the UK
The Chinese Embassy in the UK
Taipec Ltd.

Ms Binh Tuyet Lam
Chair

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2021

The directors and trustees present their report and accounts for the year ended 31st March 2021.

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 trustees 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.

Achievements and performance

Even though under threat of financial constraint and shortage of manpower, with the dedication and co-operation of staff, the centre has managed as well as we wished to and continued to provide multiple and comprehensive services for members of Lewisham Indo-Chinese community in South East London:-

Day care centre – this service runs 2 days a week catering for subscribed members including disabled and wheel chair users. It provides day care services for contracted clients in the Boroughs of Lewisham, Southwark and Greenwich. Due to the Coronavirus lockdown, this closed temporarily on three occasions, totalling 40 weeks.

The Chinese Community School – provides Chinese Mandarin teaching to GCSE level, culture studies, traditional dancing and folk songs. It has 48 pupils registered in 5 classes. There is normally a youth leisure service 36 weeks each year and after school courses in Chinese dance, Kung Fu, and self defence. It also runs a Chinese ability test for non-Mandarin speakers (British born Chinese) in conjunction with the education and culture division of the Taipei Representative Office in the UK. It also had to close three times due to the Coronavirus lockdown, for a total of 35 weeks.

Little Rainbow Day Nursery - provides bi-lingual day nursery services to children from 6 months to 5 years old, rated 'outstanding' by Ofsted in September 2018. The nursery closed temporarily on 23rd March 2020 for 9 weeks.

Reserves policy

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 periodically, and the further development of community services.

Financial review

The year 2020/2021 has been a difficult and challenging year. Due to the Coronavirus outbreak we followed the government's lockdown measure to close all of our services from 21st March 2020 to 31st May 2020, which caused significant compact on our revenue and operations across all projects. The Day Nursery and After School Club services, Day Centre services, and Saturday Chinese School were all affected. The negative impact of this pandemic aftermath is expected to continue in the next financial year and may take more time to recover.

Since July 2015, Lewisham council has ceased funding our Self-help project, which has had a significant impact on our service. As a result we have used our reserves to cover the cost of the service and focussed on managing and supervising all the other projects running under the community centre. In addition, the centre is also seeking our own sources of funding, including continuously expanding the Day Nursery service and developing the After-School Club provision.

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 2021

Directors and trustees

The directors who served during the year were:

Tuyet Binh Lam
Moi Song Ho
Hanh Nong

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.

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.

The trustees have complied with the duty in Section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commissioners in respect of public benefit.

Statement of disclosure of information to auditors

The directors and trustees of the charity who held office at the date of approval of this trustees report confirm that:

- In so far as they are aware, there is no relevant audit information of which the charity's auditors are unaware; and
- They have taken all steps that they ought to have taken as trustees and directors in order to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORSAND TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2021

Auditors

The auditors, Levicks, Chartered Accountants, will be proposed for reappointment in accordance with S485 of the Companies Act 2006.

Small Company regime

This report has been prepared in accordance with the special provisions relating to the companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

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

.....

TUYET BINH LAM Director and Trustee

Dated 20th June 2021

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

Opinion

We have audited the financial statements of Indo-China Refugee Group Chinese Community School (the "Charity") for the year ended 31 March 2021 which comprise the Statement of Financial Activities, incorporating the Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

J A Griggs
Senior Statutory Auditor
For and on behalf of Levicks, Statutory Auditor
61 London Road
Maidstone
Kent ME16 8TX

5th July 2021

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
INCOME FROM:					
Donations and legacies					
Building Maintenance Fund		-	-	-	-
Community Centre		130	-	130	1,671
Day Nursery Centre		-	116,489	116,489	121,524
Elderly People Service Project		-	30,198	30,198	-
Chinese Community School		-	2,824	2,824	5,439
Youth Association		-	-	-	-
	3	130	149,511	149,641	128,634
Investments		12	11,064	11,076	35,208
Charitable activities	3				
Building Maintenance Fund		-	60	60	-
Community Centre		6,850	-	6,850	5,098
Day Nursery Centre		-	265,885	265,885	379,018
Elderly People Service Project		-	19,449	19,449	23,837
Chinese Community School		-	9,310	9,310	29,945
Youth Association		-	245	245	1,501
		6,850	294,949	301,799	439,399
TOTAL INCOME		6,992	455,524	462,516	603,241
EXPENDITURE ON					
Charitable activities	3	17,044	272,302	289,346	331,577
Other	3	6,198	20,320	26,518	57,551
TOTAL EXPENDITURE		23,242	292,622	315,864	389,128
NET INCOME/(EXPENDITURE)		(16,250)	162,902	146,652	214,113
Loss on Investments – realised		-	-	-	(14,592)
NET MOVEMENT IN FUNDS BEFORE TRANSFERS		(16,250)	162,902	146,652	199,521
TRANSFERS	4	76,006	(76,006)	-	-
TOTAL FUNDS BROUGHT FORWARD		64,854	4,047,015	4,111,869	3,912,348
TOTAL FUNDS CARRIED FORWARD		124,610	4,133,911	4,258,521	4,111,869

INDO-C HINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
FIXED ASSETS					
Tangible	5	3,200	1,517,604	1,520,804	1,524,922
Investments	6	-	-	-	-
		3,200	1,517,604	1,520,804	1,524,922
CURRENT ASSETS					
Debtors	7	15,868	28,622	44,490	480,054
Cash at Bank and in Hand	8	109,716	2,648,373	2,758,089	2,205,077
		125,584	2,676,995	2,802,579	2,685,131
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	9	4,174	60,688	64,862	98,184
NET CURRENT ASSETS		121,410	2,616,307	2,737,717	2,586,947
NET ASSETS		124,610	4,133,911	4,258,521	4,111,869
Represented by :					
ACCUMULATED FUNDS					
Unrestricted Funds:					
Community Centre	14	124,610	-	124,610	68,744
Restricted Funds:	14				
Building Maintenance Fund		-	1,700,052	1,700,052	1,708,036
Day Nursery Centre		-	1,031,056	1,031,056	883,504
Elderly People Service Project		-	1,147,773	1,147,773	1,211,041
Chinese Community School		-	224,687	224,687	210,495
Youth Association		-	30,043	30,043	30,049
		124,610	4,133,911	4,258,521	4,111,869

TUYET BINH LAM
Director

Dated 20th June 2021

INDO-CHINA REFUGEE GROUP CHINESE COMMMUNITY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH 2021

	2021	2020
	£	£
Net cash provided by (used in) operating activities	553,012	(178,769)
Cash flows from investing activities:		
Interest from investments	-	18,485
Purchase of property, plant and equipment	-	(2,724)
Redemption of investments	-	389,149
Net cash provided by (used in) investing activities	-	404,910
Cash flows from financing activities	-	-
Change in cash and cash equivalents in the reporting period	553,012	226,141
Cash and cash equivalents at the beginning of the reporting period	2,205,077	1,978,936
Cash and cash equivalents at the end of the reporting period	2,758,089	2,205,077

NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021	2020
	£	£
Net income /(expenditure) for the reporting period (as per the statement of financial activities)	146,652	199,521
Adjustments for:		
Depreciation charges	4,118	4,118
(Gains)/losses on investments	-	14,592
Interest from investments	-	(18,485)
(Increase)/decrease in debtors	435,564	(410,270)
Increase(decrease) in creditors	(33,322)	31,755
Net cash (used in) provided by operating activities	553,012	(178,769)

Analysis of cash and cash equivalents

	2021	2020
	£	£
Cash at bank and in hand	2,758,089	2,205,077

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

1.ACCOUNTING POLICIES

The following accounting 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, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

The company is a public benefit entity as defined by FRS 102. The directors and trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The financial statements are presented in sterling, which is the functional currency of the entity.

Fixed assets and depreciation

Depreciation is provided 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

No depreciation is provided on the cost of the Freehold Building on the grounds that it would be immaterial because its estimated residual value is not lower than its cost, given the scale of the increase in London property values in the twenty years since it was built.

Investment gains and losses

Investments are stated at market value and the annual unrealised gain or loss is shown in the statement of financial activities. Realised gains and losses are shown when the investment is sold, or redeemed.

Fund transfers

Transfers between funds are included only where restrictions permit such transfers or it is necessary to properly reflect the underlying assets of the fund.

Pension contributions

The charity operates a defined contribution pension scheme with The People's Pension and the pension charge represents amounts payable by the charity to the fund in respect of the year.

Income recognition

Grants and legacies are accounted for as soon as the charity is notified of its legal entitlement and the amount due. Fees are recognised when invoiced. Interest is accounted for when receivable. Where separate accounts are held for funds, interest is credited to that fund. Other interest is apportioned to individual funds on an average basis.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES (CONTINUED)

Expenditure recognition
Expenditure is accounted for as incurred, or when there is a legal obligation for payment, and is accounted for gross of VAT.
Costs incurred are allocated on an actual basis to the project to which it relates.

Current assets
Amounts owing to the charity as at 31st March are shown as debtors.
Prepayments represent sums paid prior to the balance sheet date in respect of expenses relating to the following year.

Current liabilities
Creditors and accruals represent sums irrevocably committed for payment prior to the balance sheet date that were not settled as at that date.

2. NET INCOME

	2021	2020
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	4,118	4,118
Auditors remuneration including VAT (for audit services)	3,480	3,420

3. SUMMARY OF FUND MOVEMENTS

See page 16.

4. TRANSFERS BETWEEN FUNDS

	£
From the restricted Day Nursery fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building	40,000
From the restricted Elderly People Service Project fund to the unrestricted Community Centre fund as a contribution towards running costs and upkeep of the centre building	30,000
From all restricted funds to unrestricted funds for Community Centre contribution towards Levicks fees	1,150
From unrestricted Community Centre to restricted Nursery fund for payment of Paige-Mclean fees	(600)
From restricted Elderly People Service Project and Community School to unrestricted Community Centre for wages and PAYE in prior years	5,456
	£76,006

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

3. SUMMARY OF FUND MOVEMENTS

	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Income:							
Donations							
London Borough of Lewisham	-	98,442	-	-	-	-	98,442
Job Retention Scheme Grant	-	18,047	30,198	-	-	-	48,245
Others	-	-	-	2,824	-	130	2,954
Investments:							
Bank deposit interest	690	2,218	6,756	1,391	9	12	11,076
Treasury gilt interest	-	-	-	-	-	-	-
Charitable activities:							
Fees from pupils	-	265,885	-	-	-	-	265,885
Home care income:							
London Borough of Lewisham	-	-	1,728	-	-	-	1,728
Royal Borough of Greenwich	-	-	4,200	-	-	-	4,200
London Borough of Southwark	-	-	1,005	-	-	-	1,005
Other charitable activities	60	-	12,516	9,310	245	6,850	28,981
Total Income	750	384,592	56,403	13,525	254	6,992	462,516
Expenditure							
Charitable activities:							
Staff costs and tutor fees	-	178,392	69,562	-	-	-	247,954
Other charitable expenditure	-	7,785	10,844	5,719	-	17,044	41,392
Other							
Auditors remuneration	80	3,470	500	300	80	350	4,780
Accountancy fees	80	1,742	500	300	80	2,713	5,415
Depreciation	-	750	-	233	-	3,135	4,118
Administration costs	-	4,755	7,050	400	-	-	12,205
Total expenditure	160	196,894	88,456	6,952	160	23,242	315,864

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

3. SUMMARY OF FUND MOVEMENTS continued

		Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
Net Income/(Expenditure)		590	187,698	(32,053)	6,573	94	(16,250)	146,652
Loss on investments – realised		-	-	-	-	-	-	-
Net **movement in funds before transfers**		590	187,698	(32,053)	6,573	94	(16,250)	146,652
Transfers	**Note 4**	150	(42,950)	(33,766)	360	200	76,006	-
Net movement in funds after transfers		740	144,748	(65,819)	6,933	294	59,756	146,652
Total funds brought forward		1,699,312	886,308	1,213,592	217,754	30,049	64,854	4,111,869
Total funds carried forward		1,700,052	1,031,056	1,147,773	224,687	30,343	124,610	4,258,521

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

5. TANGIBLE FIXED ASSETS	Building Project	Office Equipment	Mini Buses	Total
COST	£	£	£	£
Balance at 1st April 2020	1,515,454	124,666	39,440	1,679,560
Additions	-		-	-
Disposals	-	-	-	-
Balance at 31st March 2021	1,515,454	124,666	39,440	1,679,560
DEPRECIATION				
Balance at 1st April 2020	-	115,199	39,439	154,638
Charge for the year	-	4,118	-	4,118
On Disposals	-	-	-	-
Balance at 31st March 2021	-	119,317	39,439	158,756
NET BOOK VALUE				
Balance at 31st March 2021	1,515,454	5,349	1	1,520,804
Balance at 31st March 2020	1,515,454	9,467	1	1,524,922

6. INVESTMENTS	2021	2020
	£	£
Market Value brought forward	-	403,741
Realised/Unrealised (Loss)	-	(14,592)
Redemption in year	-	(389,149)
Market Value at 31st March 2020	-	-

On 5th December 2016, the trustees purchased £389,149 of 4.75% 2020 Treasury Stock for £450,000, which was redeemed at par on 25th March 2020, realising a loss of £60,851.
By 1st April 2019, £46,259 had been written off the carrying value as unrealised losses, leaving the remaining £14,592 to be written off last year.

7. DEBTORS AND PREPAYMENTS	2021	2020
	£	£
Pupils Fees	-	181
Accrued Interest on Deposits	6,118	16,285
Prepayments	6,169	6,109
Owed between Projects	32,203	68,330
Investment Redemption	-	389,149
	44,490	480,054

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

8. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £203,098, as a building maintenance fund.

9. LIABILITIES:AMOUNTS FALLING DUE WITHIN ONE YEAR	2021 £	2020 £
Monies Received in Advance	17,260	21,720
Accruals	15,399	8,134
Owed between Projects	32,203	68,330
	64,862	98,184

10. FINANCIAL INSTRUMENTS

The carrying amount for each category of financial instrument is as follows:

	2021 £	2020 £
Financial assets		
Financial assets measured at fair value through the statement of financial activities	-	-

Financial instruments represent treasury stock intended to be held to maturity although if required it could be realised almost immediately. Fair value is based upon the market value as at the year end. There was a fall in the value of this asset since purchase of £14,592 in the previous period. The treasury stock matured on 25th March 2020, and was redeemed at its par value of £384,149 on that date, crystallising the losses since acquisition.

11. STAFF COSTS	2021 £	2020 £
Salaries and benefits	230,733	264,561
Employer's national insurance	11,854	14,337
Pension costs	3,540	3,656
Pension software	936	936
Training	891	400
	247,954	283,890

During the year, the average number of employees was 16 (2020 – 18), none of whom were paid more than £60,000. Of those, 12 were day nursery staff, 2 were the day centre manager and the caretaker/driver for the Elderly Project, the remaining 2 being the centre manager and his deputy.

12. PENSION COMMITMENTS

The Charity operates a defined contribution scheme for staff. The assets of the scheme are held separately from those of the company in an independently administered fund.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

13. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

No remuneration was paid to trustees in the year, and no expenses were reimbursed. The aggregate of unconditional donations paid to the charity during the year was £130. There were no conditional donations.

14. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

The funds of the Community Centre, which is largely funded by contributions from the other projects, are unrestricted, and are used for the upkeep of the building at 33 Clyde Street, Deptford, London. It has also assumed responsibility for the functions of the Self Help Project, which enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation service.

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND

Monies set aside for future investment into land and buildings.

DAY NURSERY CENTRE

Bilingual Mandarin and English day nursery providing day care and childminding for children aged 6 months to 5 years.

ELDERLY PEOPLE SERVICE PROJECT

The Day Centre provides a safe and friendly space for its users to enjoy socialising, gentle exercise, healthy luncheon and the care service in the centre.

CHINESE COMMUNITY SCHOOL

To provide schooling to children in the Chinese community in Chinese language and culture.

YOUTH ASSOCIATION.

The Youth Club was combined with the charity during the year ended 31st March 2018.
It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

15. GENERAL INFORMATION

Indo-China Refugee Group Chinese Community School is a company limited by guarantee, and therefore having no share capital, incorporated in England.
The registered office is 33 Clyde Street, Deptford, London SE8 5LW and the registered number is 02701526.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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INDO-CHINA REFUGEE SELF-HELP PROJECT
ANNUAL REPORT 2020/2021

Introduction

It has been 37 years since the inception of the project in 1984 and its location has attracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now over 4,000 Indo-Chinese and Vietnamese people living in Lewisham, and its adjacent areas with Greenwich and Southwark, and becomes one of the districts with the highest Chinese population in the Capital.

Due to Lewisham council's funding cut, the Self-help project has lost its core funding and has been drastically reduced. We no longer provide advice on Welfare, DSS or housing, nor charging standard membership fees. However, additional charges for individual services, such as verifying photos for passport application, were implemented in order to support the continuation of the project.

During this financial year, the government's **HMRC Coronavirus Job Retention Scheme (Furlough)** has been applied to cover the cost of staff wages caused by the national lockdowns and Covid restrictions during the following periods:

1) From April to May 2020: All staff receiving 80% of wages through JRS.
2) From June to August 2020: Only two senior managers (Centre Manager & Deputy Centre Manager) remain to receive 80% of wages through JRS.
3) From September to October 2020: No JRS.
4) In November 2020: Two senior managers (Centre Manager & Deputy Centre Manager) receiving 80% of wages through JRS.
5) In December 2020: No JRS.
6) From January 2021 to March 2021: Two senior managers (Centre Manager & Deputy Centre Manager) receiving 80% of wages through JRS.

The services run by Indo-Chinese Community Centre are as below:

1. Self-help Project: The project is available Monday to Friday 9.30am to 5.30pm and is staffed by one manager, funded itself by the Indo-Chinese Elderly Services Project. The project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Day Centre, Day Nursery services including After-School Club, and Chinese School. In line with the government's lockdown measures, it temporarily closed between 23/03/2020 and 29/05/2020.

2. Mother Tongue Education Project: The aim of the project is to run Mandarin Chinese

Classes for Indo-Chinese children living in the Boroughs of Lewisham, Greenwich and Southwark. All classes are held on Saturdays from 9.40am to 1.30pm, and pupils can take courses leading up to GCSE examinations. However, due to Covid-19 pandemic, Chinese school had temporarily closed from 21/03/2020 and reopened on 05/09/2020, and later following the government's restrictions, it closed again from 07/11/2020 to 28/11/2020, as well as from 09/01/2021 to 06/03/2021. For this financial year, affected by the uncertainty of the pandemic and lockdown measures, the number of pupils registered has dropped significantly comparing to last academic year. Currently there are 48 pupils registered and a total of 5 classes including Nursery, Reception, Year 1 & 2 (merged), Year 3, and Year 4 & 5 (merged). The total number of staff consists of 5 teachers. The Chinese New Year Celebration, was unable to take place this year due to Covid restrictions.

3. Little Rainbow Day Nursery Services: It is an Ofsted-rated 'Outstanding' nursery, providing full-day care for the children from 6 months to 5 years old with bilingual teaching (English and Mandarin Chinese), opens whole year 5 days per week from 8am to 6pm. The Day Nursery is staffed by one full-time Registered Manager, one Nursery Operations Manager, and another 8 full-time & part-time nursery workers, with the After-School Club provision operating under the Nursery's Ofsted registration, providing services for primary school children from age of 5 to 11. During this financial year, the nursery closed temporarily in line with the government's restrictions from 23/03/2020 to 29/05/2020, and was advised by Department for Education to close from 18/01/2021 to 22/01/2021 due to a Covid positive case within the setting.

4. Indo-Chinese Day Centre Services: staffed with one part-time manager and one part-time driver. The project provides lunch, home visits, transportation and is opened two 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 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 disable people and wheelchair users allowing them to escape from the confines of their homes. Currently one mini-bus is operating to care for the wheelchair bound and elderly members with walking difficulties in the South East London. Due to Covid-19 lockdowns, the Day Centre services has closed temporarily from 24/03/2020 to 03/09/2020, from 05/11/2020 to 01/12/2020, and from 22/12/2020 to 08/04/2021.

5. Youth Club: The club runs on Saturdays at the Chinese community school from 10.30am to 12.40pm. The club operates on a voluntary support, providing bottled water and snacks. All activities were suspended during the temporary closure of Chinese School due to Covid lockdown.

6. Chinese Singing/Dancing Group: this is run by volunteer staff and has 6 associate members. The group has performed for the cultural celebrations such as Dragon Boat Festival, Mid-Autumn Festival, Christmas, and Chinese New Year celebration, held at the Indo-Chinese Community Centre's Dr Y. F. Chang Hall. However, since the start of Covid pandemic in March 2020, all activities have been suspended until further notice.

7. A Mini Library: The library holds over 5,000 Chinese books and is attached to the community school. In addition, there are many DVDs on Chinese history and culture to let free of charge.

8. 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 2020 – March 2021

The table below shows the total caseworks that have been carried out for the period April 2020 – March 2021. Please note that the centre **closed temporarily from 23rd March 2020 to 31st May 2020 in line with the government's lockdown measure due to the Covid-19 pandemic.**

April 2020 - March 2021	Admin	Education	Banking	Management/ Supervision	Others	Total
1st Quarter Apr-Jun 2020 (Closed in April and May)	45	2	5	19	6	77
2nd Quarter Jul-Sep 2020	146	24	11	64	23	268
3rd Quarter Oct-Dec 2020	138	13	10	46	31	238
4th Quarter Jan-Mar 2021	117	11	5	77	31	241
Total	**446**	**50**	**31**	**206**	**91**	**824**

Admin

Checking Day Centre invoices and income; Double-checking Day Nursery and After-School Club incomes; Dispatching Day Centre invoices; Acquiring clients signatures for invoices; Issuing contracts to staff members; Responding to letters/emails/calls on a daily basis; Instructing staff to complete administrative work; Updating SHP petty cash book; Checking meeting minutes/reports of all projects; Preparing payrolls; Double-checking every month's pay slips; Sorting out staff's holiday entitlements; Chasing outstanding invoices; Instructing the bookkeeper on accounting matters; Contacting Taipei Representative Office in the UK; Advertise job vacancies and job descriptions; Checking articles for press release; Booking DBS check appointments for staff; Issuing reference letters to former employees.

Education

Dealing with parents' major requests and other matters of Community School; Preparing test sheets for Community School; Recruiting teaching staff; Contacting Taipei Representative Office in the UK in regards to school matters; producing new pupils' ID cards. Contacting parents regarding school's temporary closure and reopening; Arranging school's lesson timetable.

Banking

Dealing with matters related to bank accounts; Deposit at bank; pay in cheques.

Management/Supervision

Interviewing job applicants for vacancies; Reviewing and updating all projects' policies and procedures; Participating in Day Nursery's staff meeting and management meeting; Giving constructive guidance in regard to staff management; Carrying out one-to-one

supervision and annual appraisals on staff across all projects; Supervising Day Nursery's management; Overseeing all projects and participating in all project meetings; Contacting insurance companies for annual insurance policy renewal.

Others

Dealing with matters of building maintenance issues; Interviewing job applicants for vacancies; Acquiring signatures for cheques; Purchasing and ordering food for the centre and community members; Solving the mini-bus repair and maintenance issues (such as MOT and other services).

Donations received during the financial year 2020/2021

Due to Covid-19 lockdown and the government imposing restriction measures, most events and celebrations such as Dragon Boat Festival, Mid-Autumn Festival, Christmas, and Chinese New Year were unable to take place, which has caused significant impact on the amount of donation comparing to pre-pandemic time. The donations received during the financial year 2020/2021 are as below:

Van Cuong Truong £300

Thi Lan Huynh £300

Wei Fenby £550

Jacqueline Wong £110

Pansy Chaw £150

Cindy Kwek £150

Yin Tung Ng £80

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INDO-CHINA REFUGEE GROUP
THE CHINESE COMMUNITY SCHOOL
ANNUAL REPORT 2020/2021

Introduction:

During this financial year, the pandemic of Covid-19 has caused huge impact to Chinese school and children's mandarin education. Following the government's lockdown measure, the school had to temporarily close from 21/03/2020 and later reopened on 05/09/2020, which was also the first time in Chinese School's 39-year history to close. Unfortunately, as the situation of Covid pandemic escalated in autumn, the government imposed another national restriction in November 2020, causing the Chinese school to close again from 07/11/2020 to 28/11/2020, and later as well from 09/01/2021 to 06/03/2021 with only Year 3 and Year 4/5 pupils taking some online lessons via Zoom, until the school reopened on 13/03/2021. As a result, in this financial year, affected by the uncertainty of Covid situation and continuous lockdown measures, the number of pupils registered has dropped significantly comparing to last academic year. Despite this, many parents and pupils have also expressed their willingness to return to Saturday Chinese School for next academic year when lockdown measures are lifted, and life gradually returns to normality.

There are currently 48 pupils registered in the year of 2020/2021. Apart from being affected by Covid pandemic, we have seen in recent years that the number of pupils has dropped down, mainly due to the following reasons: the birth rates of each family declined; the increase number of Mainland Chinese Schools; many parents ignoring the importance of continuous Mandarin Chinese education in the modern era; and more English schools running their own Chinese courses, which have provided parents with the benefit of free tuition fees and the convenience not having to travel on weekends, but failed to monitor pupils' actual Chinese learning and progress.

This year the school is staffed by 5 teaching staff members. Following the government's guidance on social distancing and reducing close contact, the Chinese school now provides 4 lessons per week, instead of 5 lesson in previous years, (36 weeks per year), with school hours being shortened from 9.40am to 1.30pm by removing 40-minute lunch break. All cultural and sports activities, such as competitions and Kung Fu lessons, have all been suspended until further notice.

The School curriculum consists of the Chinese primary education (5 years) nursery (2 years). 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 classes (from Year 2 to Year 5) of Children's Chinese Competency Certification Exam (CCCC) in which 19 pupils are being trained for the examinations. However, this year due to the closure of school caused by Covid pandemic, Children's Chinese Competency Certification Exam (CCCC) jointly organised by Chinese school and the Educational Department of ROC Taiwan were cancelled.

The Chinese School is open to register for children aged 5 to 18. Most of the pupils are Chinese from Indo-China, living in the Borough of Lewisham and adjacent Borough of Greenwich and Southwark. Besides, more and more pupils from diverse family backgrounds, such as Vietnamese, African, and other Europeans also attend the Chinese School.

Number of Pupils in Different Age Ranges:
Age between 5—10 (Lower Nursery Class to Year 1) : 29
Age between 10—13 (Year 2 to Year 4) : 17
Age between 13+ (Year 5) : 2

TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 48

Lower Nursery: 13	Upper Nursery: 7	First Year: 9	Second Year: 4
Third Year: 8	Fourth Year: 5	Fifth Year: 2	

LIST OF TEACHING STAFF (Starting from September 2020)

NAME	POSITION HELD	NAME	POSITION HELD
Mr Van Cuong Truong MBE	Headmaster; Teacher of Year 3	Ms Yan Tung Ng	Teacher of Lower Nursery
Mrs T. Lan Huynh	Head of Library/Academic section; Teacher of Year 1 & 2 (merged)	Ms Yu Ping Tan	Teacher of Upper Nursery
Mr Wei Fenby	Head of Pupils' Disciplinary section; Teacher of Year 4 & 5 (merged)		

Other School Activities

From 21/03/2020 onwards: The Chinese School closed following the government's Covid lockdown.

05/09/2020: The school reopened for the new academic year 2020/2021, with 48 pupils registered.

26/09/2020 The first fire drill practice for the pupils and teachers.

From 07/11/2020 to 28/11/2020: The school closed temporarily due to the government imposing another national restriction on Covid-19.

From 09/01/2021 to 06/03/2021: **The school closed for the 3rd lockdown.**

13/03/2021: **The school reopened after the 3rd lockdown.**

Gratitude

1. Taipei Representative Office in the UK donated a total of 500 washable face masks in April 2020, with 400 adult-sized and 100 child-sized.
2. The Chinese embassy in the UK donated 2000-piece medical face masks and 100 packs of Chinese herb capsules in June 2020, and another 100 double-sized packs of Chinese herb capsules (equivalent to 200 packs in normal size) later in October 2020.
3. Taipec Ltd donated several boxes of imported Taiwanese snacks.

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Indo Chinese Little Rainbow Day Nursery Centre
Annual Report 2020-2021

Registration and Attendance

Up until the end of March 2021, there were 11 babies,14 toddler & 25 reception children (total 50)registered at Little Rainbow. Between January and March 2021,4 new children joined the nursery. Also, 2 children left during this quarter due to family relocation. From April to May 2020, the setting was closed due to national lock down. We reopened the nursery on the 1st of June 2021. The table below shows the attendants for each room:

Baby Room	April, May, June 2020			July, August, Sept 2020			October, November December 2020			January, February March 2021			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	30	1	2	144	1	5	200	6	8	175	0	1	549	8	16
Part Time	47.5	2	25	292.5	3	42	319.5	6	8	256.5	1	13	916	12	88
Total	77.5	3	27	436.5	4	47	519.5	12	16	431.5	1	14	1465	20	104

Toddler Room	April, May, June 2020			July, August, Sept 2020			October, November December 2020			January, February March 2021			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	8	1	10	48	1	20	185.5	4	14	141	3	1	382.5	9	45
Part Time	86.5	2	52	564	12	91	327	12	8	317	3	15	1294.5	29	166
Total	94.5	3	62	612	13	111	512.5	16	22	458	6	16	1677	38	211

Reception Room	April, May, June 2020			July, August, Sept 2020			October, November December 2020			January, February March 2021			Total		
	A	S	H	A	S	H	A	S	H	A	S	H	A	S	H
Full Time	27	0	27	402	3	43	260	8	12	382	9	16	1071	20	98
Part Time	78	2	78	432	27	193	430.5	12	23	451	4	41	1391.5	45	335
Total	105	2	105	834	30	236	690.5	20	35	833	13	57	2462.5	65	433

Staff Structure

Up until the end of March 2021, our staff of consisted of 2 centre managers, 1 child care registered manager, 1 operations manager, and 8 full-time/part-time nursery workers. Among our nursery workers, 7 hold an NVQ Childcare Level 3 qualification and above;2 hold Childcare Level 2 qualification & 1 is on NVQ Childcare Level 3 training. In this quarter, 3 workers left the team due to personal issue. The nursery project has been recruiting and training prospective new staff; also encouraging staff to join the NVQ Childcare Training Programme.

Management

To improve the communication between management and staff, we arranged all staff meetings once every 4-5 weeks. These meetings mainly allow staff to discuss matters regarding daily practices of the nursery, whilst also allowing them to share teaching ideas & thoughts. There have also been Management Meetings taking place every six weeks, dealing with any issues across the 3 rooms & nursery operation. For individual monitoring, we arranged one-to-one discussion every three months. These meetings provide an opportunity for staff to evaluate their performance and share their views with management. We also reviewed staff performance once a year through annual appraisals.

Improvements throughout the year

- Management to provide (annual topics) guidance and support to staff on preparing the weekly plans
- To add fruits & Vegetable to afternoon snack
- Encourage staff to recommend potential workers to work in the setting
- Installed 2 hinge protectors in toddler room
- From June 2020, only children who are symptom free will be able to attend the nursery. Temperatures will be taken on arrival. Parents will be asked not to enter the premises.
- Children will be supported to wash their hands regularly on arrival, before and after eating, before and after playing & before going home.
- Children must provide own water bottles, baby wipes, nappies, blankets, spare clothes, and a pair of indoor shoes .
- All buggies and scooters will have to be left outside the premises or taken away by parents.
- Provide virtual tour for new parents; actual viewing on Friday evening only at around 6pm when children left the setting.

Further Improvements

- Ensure 2 managers and all staff to follow all the policies and procedures including the OFSTED safeguarding guidelines and conduct their work to the standard set by the centre
- To continue to recruit more qualified staff
- To continue developing existing staff members' knowledge and skills
- To implement more Chinese teaching
- To create more interesting and mentally stimulating activities in play time, lessons in learning and eating
- To prepare for the OFSTED inspection

Summary from each room

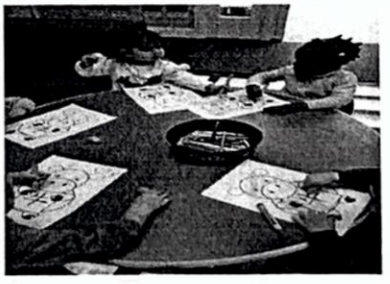
1. Baby room

Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction with children. We provide props that are related to the stories and rhymes to attract children's interest to learn English and Mandarin. New songs are taught to the children both in English and Chinese, old songs will be repeated regularly. Weekly planning is planned by all room staff according to the topics such as sports, weather and festivals. All activities are implemented with an aimed purpose. We also

encouraged children to read books with pictures and sing along with nursery songs. This quarter the children were involved with celebrating Chinese New year. For World Book Day, children were dress up their favourite characters and brought in a book on the day.

2. Toddler Room

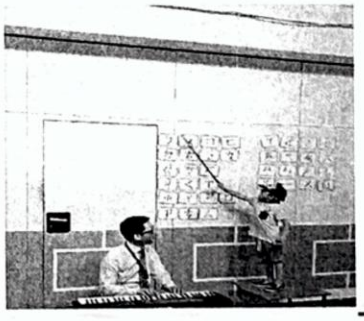
Besides English, we use simple Mandarin for activities and daily communications throughout in the toddler room. We use flash cards, props to motivate children to learn Mandarin. Each staff takes turn to do the weekly planning and it is done in advance to fit the children's need and interest. The children's artwork is displayed regularly. We encourage and support good eating manners and good behaviour in the toddler room.



3. Reception Room

Our staff in the reception room provide a safe and fun environment where our children can learn and develop their social skills. With the emphasis on learning through play, our activities include music, singing, painting, water play, craft and dressing up. We emphasized the Mathematics learning and created different resources for children. Teachers support children to learn, recognise and identify the numbers from 1 to 20. The English alphabet was introduced during daily circle time. Everything in our reception room is tailored to getting children ready for school. We offer a friendly and welcoming environment for children and their parents/carers. On March 4th, our children dressed up as their favourite book character and joined our nursery world book day event.

Starting from February 2021, teacher start to emphasize teaching Chinese phonetic ㄅㄆㄇ. We use colourful flash cards to teach children Chinese vocabulary and simple sentences based on the topic of the week. During music sessions, we taught different Chinese poems and English songs with hands gestures.



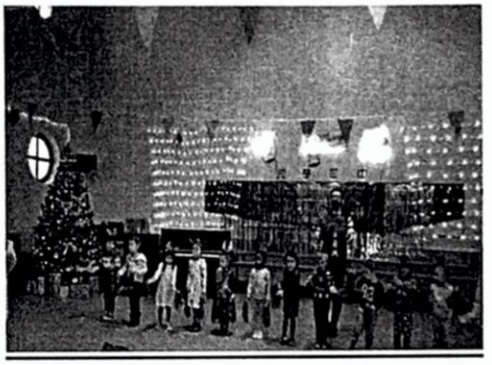
Events & Training

Halloween Party 29/10/2020

Paediatric First Aid Training 30/10/2020

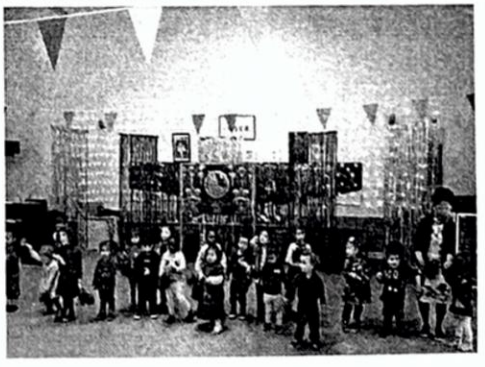
Nursery 13th Anniversary12/11/2020

Christmas Party 10/12/2020



Santa Grotto 10/12/2020

Chinese New Year celebration 12/02/2021



World Book Day 04/03/2021

Training courses we have attended during 2020

Date	Training Courses	Numbers of Staff
07/09/2020	1. Food Hygiene(online)	15
04/10/2020	2. Safeguarding Children Level 2(online)	13
30/10/2020	3. Pediatric First Aid (practical)	13

Survey outcome from April 2020-March 2021

The questionnaires were carried out to evaluate the standard of services provided and to be used as benchmark for future improvements.

Nursery Environment: This area applies to each nursery room, children's toilets, children's garden, semi-outdoor area and stairs.

Environment	Excellent	Good	Satisfactory	Poor	Comments
Cleanliness	80%	20%	-	-	-
Safety	90%	10%	-	-	-
Comfortable	90%	10%	-	-	-
Welcoming	95%	5%	-	-	-
Decorations that can Stimulate children	80%	20%	-	-	-

Nursery Service: this area applies to the services which staffs have provided for children and parents; service hour's education for children.

Service	Excellent	Good	Satisfactory	Poor	Comments
Friendliness	90%	10%	-	-	-
Helpfulness	90%	10%	-	-	-
Responsible	95%	5%	-	-	-
Professional	95%	5%	-	-	-

Meals: This refer to the nursery menu provided for the children

Meal	Excellent	Good	Satisfactory	Poor	Comments
Nutrition	95%	5%	-	-	-
Variety	90%	10%	-	-	-
Meets the needs	95%	5%	-	-	-
Portion	95%	5%	-	-	-

Future/ Long Term planning

+ The continuous implementation of the Statutory Practice of Early Years Foundation Stage
+ Extend opportunities for children to develop their independence skills.
+ Support settling in new children
+ Updating Children's Learning Journeys
+ Outing for Reception in June
+ Enroll potential staff on NVQ Childcare Level 3

Special thanks to:

1. Mr Truong & Mrs Huynh who have constantly supported and supervised the nursery project ,especially Mrs Huynh who has contributed a great deal of information over the improvement of the operation as a whole.
2. Mr Dan Chang, the IT consultant.
3. Constant support from MC members: Mrs Ho, Ms Cindy & Mrs Quan Mai

After-School Club

After-School Club Attendance

Period: Financial Year 2020/2021

	1st Quarter April 2020– June 2020	2nd Quarter July 2020 – September 2020	3rd Quarter October 2020 – December 2020	4th Quarter January 2021 – March 2021	**Total**
Number of Attendance	**closed**	**closed**	**57**	**67**	**124**

Due to the national Covid lockdown and the closure of schools nationwide, the After-School Club only operated during the following periods in this financial year:

1) Opened from 04.09.2020 to 23.10.2020
2) Opened from 08.03.2021 to 31.03.2021

After-School Club normally operates Monday to Friday from 2.30pm to 6pm during term times only, and it shares workforce from the nursery, formed of three nursery staff members and one manager, involving in collecting children from schools and supervising children's activities during the club hours. However, throughout this financial year following the government's lockdown measure in response to the coronavirus outbreak, the After-School Club had to close for a significantly long period of time, in line with the nationwide school closures, causing disruption in children's education and normal social life. As a result, our After-School Club has also suffered from significant loss of children attending.

The after-school club provides a safe and spacious environment for primary school aged children between 5 and 11 to do homework and play leisure activities.

The after-school club services have helped many working parents to ease their pressure. The club also provides light snack, and a spacious place for different aged children to play with and experience. In particular, our staff pay attention to children's behaviour issues and have strengthened the communication with parents and school teachers. The club's teachers encourage children to complete their worksheets in subjects such as English and Mathematics. The club also provides some art and crafts to keep children busy and extend their interests in creativity.

Currently After-school Club had 28 children registered by the end of March 2021. However, due to current situation of Covid-19 pandemic and lockdown restrictions, the attendance booking has dropped dramatically and remained low compared with the same period in previous years.

The club's setting is mainly located in the assembly hall, with great access to the outdoor facilities. Children are closely supervised by our staff. The club has also developed a strong cooperation with children's schools and parents, focusing on their behaviour issues and homework progress.

After-School Club's Annual Survey and Parents' feedback (respondents: 4)

Environment

	Excellent	Good	Satisfactory	Poor
Cleanliness	100%		-	-
Safety	100%	-	-	-
Comfortable	100%	-	-	-
Welcoming	100%	-	-	-

Service

	Excellent	Good	Satisfactory	Poor
Friendliness	100%	-	-	-
Helpfulness	100%	-	-	-
Responsibility	100%	-	-	-
Professionalism	100%	-	-	-

Snack

	Excellent	Good	Satisfactory	Poor
Nutrition	75%	25%	-	-
Variety	75%	25%	-	-
Portion	100%	-	-	-

Conclusion

Although the time is challenging and difficult for many people including parents, we still hope that in the future once the lockdown restriction rules end, our club service can gradually return to normal, continuing to provide services to parents and children, and to develop more potential opportunities from other local schools, such as Tidemill Academy, Invicta Primary, and St Joseph's.

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Indo-Chinese Community Day Centre Project
Annual Report: April 2020 - March 2021

1. Day Centre Services

The Day Centre provides a safe and friendly space for its users to enjoy socialising, with healthy and freshly home-made luncheon and the care services in the Centre. It also caters for the nursery and Chinese school when a training or event space is needed, such as ESOL classes and the after school club all being held at our Day Centre. The daily activities organised at the Day Centre include: Ma Jong Games, Chinese TV dramas and programmes, Chinese/English magazines and newspapers, Luncheon Club, etc. This report will present a general profile of the Day Centre activities and visits and the results of our annual users' satisfaction questionnaire.

However, following the government's announcement on Covid-19 lockdown, the Day Centre has had several times of closures throughout this financial year 2020/2021. The closure periods included:

1) **from 24/03/2020 to 03/09/2020: the government imposing the first national lockdown**
2) **from 05/11/2020 to 01/12/2020: the government imposing national restriction (2nd lockdown)**
3) **from 22/12/2020 to 08/04/2021: London entering Tier 4 restriction and 3rd national lockdown**

The table below shows the usage of the Day Centre services in the report year:

Annual	Contractual Member	Day Centre Activities	Total visits
April - June 2020	closed	179	179
July - September 2020	28	547	575
October - December 2020	60	701	761
January - March 2021	closed	415	415
Total	**88**	**1842**	**1930**

2. Day Centre Activities

Throughout this financial year, even during the periods of lockdown and Day Centre's closure, the managers and ex-staff still continued to provide the following services to our elderly clients:

1) **Personal care:** Although our homecare services has ceased operations since February 2019, our ex-staff, who has been transferred to direct payment with our clients, still continued providing personal care

services to two elderly day centre clients throughout the lockdown period, looking after elderly's physical and mental health.

2) **Ordering and delivering food:** During the period of lockdown and day centre closure, the day centre continued to assist elderly and community members with purchasing Chinese traditional food and other food ordering, such as dim sum, Chinese vegetables and fruits, and the imported products of southeast Asian food. Managers and day centre staff also delivered essential food and items to members' residence.

3) **Looking after elderly clients' well-being and mental health:** Due to the lockdown, considering that elderly people were unable to maintain social leisure, the Day Centre managers continued to stay in touch with elderly, community members, and staff by phone and text messages throughout the lockdown period, caring for their well-being and mental health and providing an opportunity for elderly members to ease their stress caused by lockdown.

4) **Continuing to distribute face masks and Chinese herbs capsules provided by Chinese Embassy:** In May 2020, 500 washable and 200 medical face masks were donated by Taipei Representative Office. Later on, in June 2020, 2000 pieces of medical face masks along with 100 packs of Chinese herb capsules were also donated by Chinese Embassy. During the lockdown period when there was severe shortage of PPE, the Day Centre managers helped to distribute face masks to many elderly, community members, and staff members to ensure their safety during the time of Covid-19 pandemic. In October 2020, the Chinese Embassy provided another 100 double-sized packs of Chinese herb capsules (equivalent to 200 packs) for the centre to distribute.

5) **Introducing Zoom app to senior MC members for attending meetings:** Due to social distancing rules and Covid-19 restrictions, some community members have been less able to attend the meetings or travel. Therefore, the day centre has also provided assistance for community members and senior MC members to use Zoom app for attending MC meetings, giving instant convenience amid current situation of Covid-19 pandemic.

Day Centre collaborates with Chinese School and Nursery to organise many events and celebrations. Although most event were unable to allow the public to participate in, we still celebrated internally at our centre in line with the government's Covid rules and guidance. In addition, the Day Centre provided training sessions for staff, such as First Aid training. The Day Centre staff also collaborate with Day Nursery and Chinese School to strengthen the support network for our community. We are able to cater for the needs of the nursery and daycentre clients despite the wide generational gap.

The table below shows the actual date of the events held at the centre this year:

Activities held at the Centre	Date Held
Nursery's Graduation Photography Day	**23.06.2020**
Dragon Boat Festival Celebration (joint with Nursery)	**25.06.2020**
Chinese School Reopening	**05.09.2020**
Mid-Autumn Festival Celebration (joint with Nursery)	**01.10.2020**
First Aid Training	**30.10.2020**
Nursery's Anniversary Party (joint with Nursery)	**12.11.2020**
Christmas Party (joint with Nursery)	**10.12.2020**
Nursery's Chinese New Year Celebration	**11.02.2021**
Nursery's World Book Day	**04.03.2021**

3. Annual service Quality Survey Result

Summary – In order to improve service quality and review client experience, the annual service quality survey was conducted with all clients. Our questionnaire covered topics over a variety of subjects related to the day Centre services, including care service, luncheon club, day centre hygiene, Emergency Procedure ,mini bus service, Event/Party/ Activities and Complaints Procedure . The latest result shows that clients are very satisfied with the day centre's overall service quality.

The chart below shows the survey result in more detail.

Agenda	Result (Number of Respondents : 5)		
Attitude of staff	Good: 100%	Average: nil	Poor: nil
Luncheon club	Good: 100%	Average: nil	Poor: nil
Day centre Hygiene	Good: 100%	Average: nil	Poor: nil
Emergency procedure	Good: 100%	Average: nil	Poor: nil
Mini bus service	Good: 100%	Average: nil	Poor: nil
Event/party/activities	Good: 100%	Average: nil	Poor: nil
Complaints Procedure	Good: 100%	Average: nil	Poor: nil

4. Conclusion

Due to the shortage and ageing workforce, as well as the decline in service hours, we had no choice but to bear the pain to close down the homecare services in February 2019. Considering the needs of the elderly service users, some old staff have been transferred to continuously serve the elderly clients, privately funded by direct payments from the social services. Although Covid-19 pandemic and the government's lockdown restrictions have caused difficulty and challenges in the Day Centre's operations, we have still continued to provide and extend our services such as food ordering to elderly and community members where possible. On the other hand, we hope social services will continue to fund more clients' daycentre services. It provides a place for elderly clients to socialise and participate in appropriate cultural activities, helping to combat feelings of loneliness and isolation. Our centre is also a popular venue as a location for training courses, due to convenient transport links, low costs of room hire and our distinctive building environment.