

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

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

**INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL**

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

Finance Supported by London Borough of Lewisham
Registered Under The Charities Act 1993 No: 1064620
Chairperson: Yok Wah Tai Vice Chair: Moi Song Ho G. Secretary: Hanh Nong Treasurer: Say Phu Sam
Limited Company Registered No. 2701526

- **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	
	FT Trainee Centre	
Mr Wei Fenby	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.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

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

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 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 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

DIRECTORS AND 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.


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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.

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

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.

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

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:					
<u>Donations and legacies</u>					
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	<u>130</u>	<u>149,511</u>	<u>149,641</u>	<u>128,634</u>
<u>Investments</u>		<u>12</u>	<u>11,064</u>	<u>11,076</u>	<u>35,208</u>
<u>Charitable activities</u>					
	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
		<u>6,850</u>	<u>294,949</u>	<u>301,799</u>	<u>439,399</u>
TOTAL INCOME		<u>6,992</u>	<u>455,524</u>	<u>462,516</u>	<u>603,241</u>
EXPENDITURE ON					
<u>Charitable activities</u>	3	17,044	272,302	289,346	331,577
<u>Other</u>	3	<u>6,198</u>	<u>20,320</u>	<u>26,518</u>	<u>57,551</u>
TOTAL EXPENDITURE		<u>23,242</u>	<u>292,622</u>	<u>315,864</u>	<u>389,128</u>
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		<u>64,854</u>	<u>4,047,015</u>	<u>4,111,869</u>	<u>3,912,348</u>
TOTAL FUNDS CARRIED FORWARD		<u>124,610</u>	<u>4,133,911</u>	<u>4,258,521</u>	<u>4,111,869</u>

INDO-C HINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2021

	<u>Note</u>	Unrestricted Funds £	Restricted Funds £	Total Funds <u>2021</u> £	<u>2020</u> £
FIXED ASSETS					
Tangible	5	3,200	1,517,604	1,520,804	1,524,922
Investments	6	-	-	-	-
		<u>3,200</u>	<u>1,517,604</u>	<u>1,520,804</u>	<u>1,524,922</u>
CURRENT ASSETS					
Debtors	7	15,868	28,622	44,490	480,054
Cash at Bank and in Hand	8	<u>109,716</u>	<u>2,648,373</u>	<u>2,758,089</u>	<u>2,205,077</u>
		125,584	2,676,995	2,802,579	2,685,131
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	9	<u>4,174</u>	<u>60,688</u>	<u>64,862</u>	<u>98,184</u>
NET CURRENT ASSETS		<u>121,410</u>	<u>2,616,307</u>	<u>2,737,717</u>	<u>2,586,947</u>
NET ASSETS		<u>124,610</u>	<u>4,133,911</u>	<u>4,258,521</u>	<u>4,111,869</u>
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		-	<u>30,043</u>	<u>30,043</u>	<u>30,049</u>
		<u>124,610</u>	<u>4,133,911</u>	<u>4,258,521</u>	<u>4,111,869</u>



TUYET BINH LAM
Director

Date 20th June 2021

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31ST MARCH 2021

	2021 £	2020 £
Net cash provided by (used in) operating activities	<u>553,012</u>	<u>(178,769)</u>
Cash flows from investing activities:		
Interest from investments	-	18,485
Purchase of property, plant and equipment	-	(2,724)
Redemption of investments	-	<u>389,149</u>
Net cash provided by (used in) investing activities	-	<u>404,910</u>
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	<u>2,205,077</u>	<u>1,978,936</u>
Cash and cash equivalents at the end of the reporting period	<u>2,758,089</u>	<u>2,205,077</u>

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	<u>(33,322)</u>	<u>31,755</u>
Net cash (used in) provided by operating activities	<u>553,012</u>	<u>(178,769)</u>

Analysis of cash and cash equivalents

	2021 £	2020 £
Cash at bank and in hand	<u>2,758,089</u>	<u>2,205,077</u>

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. <u>NET INCOME</u>	2021	2020
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	4,118	4,118
Auditors remuneration including VAT (for audit services)	<u>3,480</u>	<u>3,420</u>

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	<u>5,456</u>
	<u>£76,006</u>

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	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

<u>5. TANGIBLE FIXED ASSETS</u>	<u>Building</u>	<u>Office</u>	<u>Mini</u>	
	<u>Project</u>	<u>Equipment</u>	<u>Buses</u>	<u>Total</u>
<u>COST</u>	£	£	£	£
Balance at 1 st April 2020	1,515,454	124,666	39,440	1,679,560
Additions	-	-	-	-
Disposals	-	-	-	-
Balance at 31 st March 2021	<u>1,515,454</u>	<u>124,666</u>	<u>39,440</u>	<u>1,679,560</u>

DEPRECIATION

Balance at 1 st April 2020	-	115,199	39,439	154,638
Charge for the year	-	4,118	-	4,118
On Disposals	-	-	-	-
Balance at 31 st March 2021	<u>-</u>	<u>119,317</u>	<u>39,439</u>	<u>158,756</u>

NET BOOK VALUE

Balance at 31 st March 2021	<u>1,515,454</u>	<u>5,349</u>	<u>1</u>	<u>1,520,804</u>
Balance at 31 st March 2020	<u>1,515,454</u>	<u>9,467</u>	<u>1</u>	<u>1,524,922</u>

6. INVESTMENTS

	2021	2020
	£	£
Market Value brought forward	-	403,741
Realised/Unrealised (Loss)	-	(14,592)
Redemption in year	-	<u>(389,149)</u>
Market Value at 31 st March 2020	<u>-</u>	<u>-</u>

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	-	<u>389,149</u>
	<u>44,490</u>	<u>480,054</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

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.

<u>9. LIABILITIES:AMOUNTS FALLING</u>	2021	2020
<u>DUE WITHIN ONE YEAR</u>	£	£
Monies Received in Advance	17,260	21,720
Accruals	15,399	8,134
Owed between Projects	<u>32,203</u>	<u>68,330</u>
	<u>64,862</u>	<u>98,184</u>

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.

<u>11. STAFF COSTS</u>	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	<u>891</u>	<u>400</u>
	<u>247,954</u>	<u>283,890</u>

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.

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

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

INDO-CHINA REFUGEE 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

Pansy Chaw £150

Thi Lan Huynh £300

Cindy Kwek £150

Wei Fenby £550

Yin Tung Ng £80

Jacqueline Wong £110

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

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

INDO-CHINA REFUGEE GROUP **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.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

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

Indo 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 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

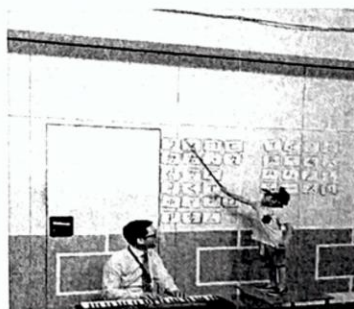
Besides English, we use simple Mandarin for activities and daily communications throughout in the toddler room. We use flash cards, props to motivate children to learn Mandarin. Each staff takes turn to do the weekly planning and it is done in advance to fit the children's need and interest. The children's 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 ㄣ ㄤ ㄨ. 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



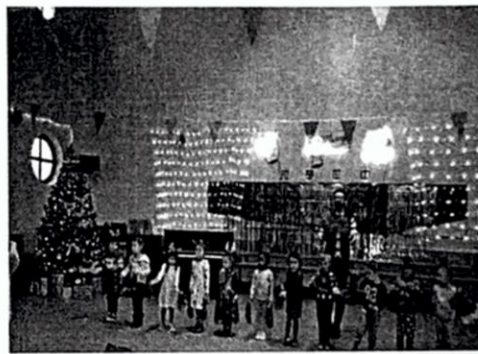
Paediatric First Aid Training 30/10/2020



Nursery 13th Anniversary 12/11/2020



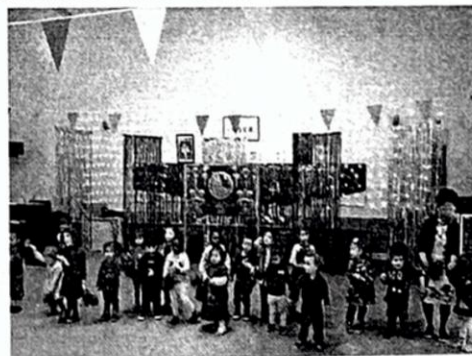
Christmas Party 10/12/2020



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

	1 st Quarter April 2020– June 2020	2 nd Quarter July 2020 – September 2020	3 rd Quarter October 2020 – December 2020	4 th 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.

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

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

Indo-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

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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:

<u>Activities held at the Centre</u>	<u>Date Held</u>
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.