

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
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**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

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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.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS AND TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2022 (Continued)

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.


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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.

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

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:					
<u>Donations and legacies</u>					
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	-	<u>137,431</u>	<u>137,431</u>	<u>149,641</u>
<u>Investments</u>		<u>11</u>	<u>6,425</u>	<u>6,436</u>	<u>11,076</u>
<u>Charitable activities</u>					
	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
		-	<u>411,851</u>	<u>411,851</u>	<u>301,799</u>
TOTAL INCOME		<u>11</u>	<u>555,707</u>	<u>555,718</u>	<u>462,516</u>
EXPENDITURE ON					
<u>Charitable activities</u>	3	-	314,823	314,823	289,346
<u>Other</u>	3	<u>33,891</u>	<u>14,907</u>	<u>48,798</u>	<u>26,518</u>
TOTAL EXPENDITURE		<u>33,891</u>	<u>329,730</u>	<u>363,621</u>	<u>315,864</u>
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		<u>124,610</u>	<u>4,133,911</u>	<u>4,258,521</u>	<u>4,111,869</u>
TOTAL FUNDS CARRIED FORWARD		<u>167,910</u>	<u>4,282,708</u>	<u>4,450,618</u>	<u>4,258,521</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31 MARCH 2022

		Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	2021 £
	<u>Note</u>				
FIXED ASSETS					
Tangible	5	46,568	1,521,927	1,568,495	1,520,804
Investments	6	-	-	-	-
		<u>46,568</u>	<u>1,521,927</u>	<u>1,568,495</u>	<u>1,520,804</u>
CURRENT ASSETS					
Debtors	7	8,436	13,099	21,535	44,490
Cash at Bank and in Hand	8	<u>120,192</u>	<u>2,778,502</u>	<u>2,898,694</u>	<u>2,758,089</u>
		128,628	2,791,601	2,920,229	2,802,579
LESS: CURRENT LIABILITIES					
Liabilities: Amounts falling due within one year	9	<u>7,286</u>	<u>30,820</u>	<u>38,106</u>	<u>64,862</u>
NET CURRENT ASSETS		<u>121,342</u>	<u>2,760,781</u>	<u>2,882,123</u>	<u>2,737,717</u>
NET ASSETS		<u>167,910</u>	<u>4,282,708</u>	<u>4,450,618</u>	<u>4,258,521</u>
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		-	<u>30,430</u>	<u>30,430</u>	<u>30,343</u>
		<u>167,910</u>	<u>4,282,708</u>	<u>4,450,618</u>	<u>4,258,521</u>



TUYET BINH LAM

Director

Dated ^{12th} June 2022

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Net cash provided by (used in) operating activities	<u>195,659</u>	<u>553,012</u>
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	<u>(55,054)</u>	<u>-</u>
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	<u>2,758,089</u>	<u>2,205,077</u>
Cash and cash equivalents at the end of the reporting period	<u>2,898,694</u>	<u>2,758,089</u>

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	<u>(26,756)</u>	<u>(33,322)</u>
Net cash (used in) provided by operating activities	<u>195,659</u>	<u>553,012</u>

Analysis of cash and cash equivalents

	2022 £	2021 £
Cash at bank and in hand	<u>2,898,694</u>	<u>2,758,089</u>

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.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022
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. <u>NET INCOME</u>	2022	2021
	£	£
Net income is stated after charging:		
Depreciation of tangible fixed assets	7,363	4,118
Auditors remuneration including VAT (for audit services)	<u>3,600</u>	<u>3,480</u>

3. SUMMARY OF FUND MOVEMENTS

See page 16 and 17.

4. <u>TRANSFERS BETWEEN FUNDS</u>	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	-
	<u>£77,180</u>	<u>£76,006</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

3. SUMMARY OF FUND MOVEMENTS

Income:	Building Maintenance Fund	Day Nursery Centre	Elderly People Service Project	Chinese Community School	Youth Association	Unrestricted Community Centre	Total
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	-	(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

Note 4

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

<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 April 2021	1,515,454	124,666	39,440	1,679,560
Additions	-	55,054	-	55,054
Disposals	-	-	-	-
Balance at 31 March 2022	<u>1,515,454</u>	<u>179,720</u>	<u>39,440</u>	<u>1,734,614</u>
<u>DEPRECIATION</u>				
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	<u>-</u>	<u>126,680</u>	<u>39,439</u>	<u>166,119</u>
<u>NET BOOK VALUE</u>				
Balance at 31 March 2022	<u>1,515,454</u>	<u>53,040</u>	<u>1</u>	<u>1,568,495</u>
Balance at 31 March 2021	<u>1,515,454</u>	<u>5,349</u>	<u>1</u>	<u>1,520,804</u>

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

<u>7. DEBTORS AND PREPAYMENTS</u>	<u>2022</u>	<u>2021</u>
	£	£
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	<u>5,126</u>	<u>32,203</u>
	<u>21,535</u>	<u>44,490</u>

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.

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

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

10. <u>STAFF COSTS</u>	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	<u>689</u>	<u>891</u>
	<u>275,249</u>	<u>247,954</u>

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.

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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 Chinese 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
1 st Quarter Apr-Jun 2021	136	13	4	79	22	254
2 nd Quarter Jul-Sep 2021	167	17	20	63	49	316
3 rd Quarter Oct-Dec 2021	164	16	11	54	41	286
4 th 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

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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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.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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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

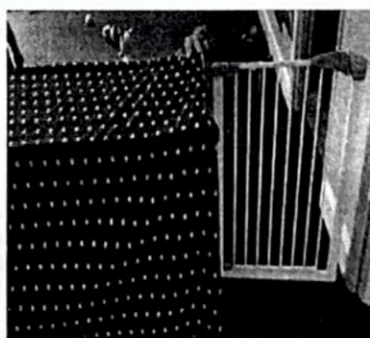
During the 4th quarter, the children learned topics such as New year, Healthy eating, Fruits and Vegetables, All about Me, My family, Mother's day, Dental health, Sensory play and Spring. Apart from English, Mandarin Chinese is also used as a main language throughout daily activities and interaction 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

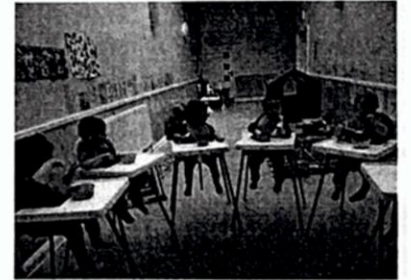
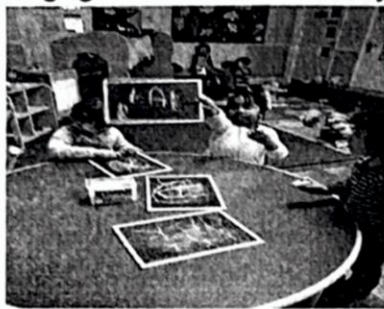
done in advance to fit the children's need and interest. The topics covered on the 4th quarter included New year, Healthy eating, Fruits &Vegetables, Chinese New Year, All about Me, My family, Mother's day, Dental health, Sensory play, Farm & Zoo animals, Spring. We follow the EYFS which cover 7 areas 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



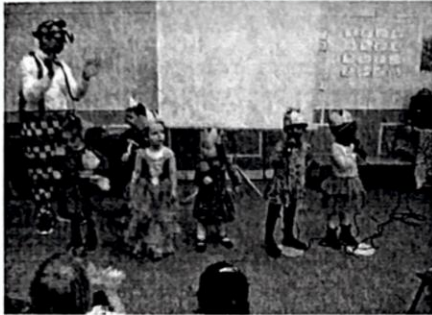
Halloween Party 28/10/2021



Outing 29/10/2021



Nursery 14th Anniversary 11/11/2021



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:

	1 st Quarter April 2021– June 2021	2 nd Quarter July 2021 – September 2021	3 rd Quarter October 2021 – December 2021	4 th 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.

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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:

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