

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

**DIRECTORS' AND TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2025**

**REGISTERED CHARITY NO. 1064620
REGISTERED COMPANY NO. 2701526**

Company Information

TRUSTEES

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

Company Information

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

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THE CHAIR'S REPORT 2024/2025

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

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

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

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

- **Self-Help Project** is staffed by one manager, funded itself by the Indo-Chinese Community Elderly Services Project. This project mainly focuses on managing and supervising the operations of all the other projects running under the community, such as Elderly Day Centre / Luncheon Club, Saturday Chinese School, and Day Nursery & After-School Club services.
- **Elderly Day Centre Project** is managed by one part-time manager, 1 full-time driver/caretaker, and 1 part-time kitchen assistant. It currently operates 2 days a week (Tuesdays and Thursdays), along with luncheon club providing catering services during weekdays (Monday to Friday) for day nursery children, staff, contracted members from the boroughs of Lewisham, Greenwich, and Southwark. The day centre has also developed food ordering and delivery services, helping staff, elderly members, and community members to purchase vegetables, fruits, seafood, southeast Asia products, etc. at discounted prices. In order to provide better services for all services users, a brand-new electric mini-bus has been in operation since June 2024. The central kitchen has also been refurbished

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

- **The Chinese Community School:** is operated with 1 headteacher, other 6 teachers, and 2 teaching assistants. It has provided Chinese Mandarin teaching and Chinese GCSE exam courses, cultural studies, etc. It has 91 pupils registered in 6 classes, opening on Saturdays from 9.40am to 1.30pm during term times. However, the school's youth leisure service, originally run from 10.30am till 12.40pm, 36 weeks per year, has ceased its operations after Covid Pandemic due to lower number of pupils registered.
- **Indo-Chinese Little Rainbow Day Nursery & After-school club:** The day nursery, rated 'Outstanding' by Ofsted twice consecutively in September 2018 and in June 2024, provides bi-lingual (Mandarin Chinese & English) childcare services to children from 6-month-olds to 5-year-olds, and it's open to all. This whole-year-round operation is staffed by one registered Manager, one Operations Manager, one Deputy Manager, and other 6 full/part-time nursery workers. Under the same Ofsted registration, the after-school club also operates from Monday to Friday between 3.30pm and 6pm, term-times only, providing childcare for primary school children. In order for the innovation and modernisation of the nursery services, newly-designed outdoor facilities with a new climbing frame, a tunnel, and artificial grass have also been installed to provide high quality of early years environment for children.

Grants received for the year 2024/2025

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

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

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

Self-Help Project:

Mr. Van Cuong Truong MBE F/T Centre Manager

Day Centre Services Project

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

Chinese Community School Project

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

Indo-Chinese Little Rainbow Day Nursery Service

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

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

Taipei Representative Office in the UK

Taipec Ltd.

Kam Kee Ltd.

Fu Qing Supermarket

Ms Moi Song Ho
Chair

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

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

Structure, governance and management

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

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

Objectives and activities

The charity's object and its principal activity continues to be that of providing charitable services to the Indo-Chinese community. The charity is organised so that the trustees and the committees responsible for each project meet regularly to manage affairs. The projects are managed daily by the centre manager with the assistance of two other full-time members of staff.

Achievements and performance

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

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

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

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

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

Reserves policy

The policy of the management committee has been to build up sufficient reserves to cover the cost of the upkeep and repairs to the fabric of the building which will be required periodically, and the further development of community services.

Financial review

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

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

The level of contributions from the individual projects' restricted funds to the unrestricted community centre fund varies with the level of usage by each project of the centre's facilities. Each individual project accounts separately to their funding providers for the expenditure incurred in meeting that project's key objectives.

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

Plans for future periods

It is hoped to continue to provide the current level of service to the community and wherever possible to develop the services provided in partnership with the various funding bodies.

Directors and trustees

The directors who served during the year were:

Moi Song Ho
Say Phu Sam
Benjamin Lim

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

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether the adopted policies are in accordance with the Companies Act 2006 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

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

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

Statement of disclosure of information to auditors

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

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

Auditors

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

Small Company regime

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

Approval

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

MOI SONG HO
Director and Trustee

Dated 15th June 2025



Opinion

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

In our opinion, the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

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

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

Opinion on other matters prescribed by the Companies Act 2006

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

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

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of the trustees

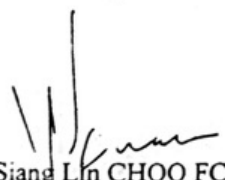
As explained more fully in the trustees' responsibilities statement (set out on page 6), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the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

Our responsibilities for the audit of the financial statements

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

Use of our report

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


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

Date: 25 July 2025

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

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


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

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

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

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

MOI SONG HO
Director



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

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

NOTES TO THE STATEMENT OF CASH FLOWS

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

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

Analysis of cash and cash equivalents

	2025 £	2024 £
Cash at bank and in hand	<u>3,324,810</u>	<u>3,271,271</u>

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material to the company's financial statements.

Basis of preparation

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets, and in accordance with the Companies Act 2006, the Statement of Recommended Practice: Financial Reporting Standard FRS102 (SORP FRS102), the Financial Reporting Standard 102 (FRS102) and the Charities Act 2011.

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

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

Fixed assets and depreciation

Depreciation is provided to write off the cost less the estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Motor Vehicles	4 years
Computer and Office Equipment	3 years
Fixtures and Fittings	5 years

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

Investment gains and losses

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

Fund transfers

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

Pension contributions

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

Income recognition

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

Expenditure recognition

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

Current assets

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

Current liabilities

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

2. NET INCOME

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

3. TRANSFERS BETWEEN FUNDS

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

4. TANGIBLE FIXED ASSETS

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

5. DEBTORS AND PREPAYMENTS

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

6. CASH AT BANK

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

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

7. LIABILITIES: AMOUNTS FALLING DUE WITHIN 12 MONTHS	2025	2024
	£	£
Monies Received in Advance	15,886	16,829
Accruals	15,622	14,456
Owed between Projects	<u>2,440</u>	<u>2,220</u>
	<u>33,948</u>	<u>33,505</u>
8. STAFF COSTS	2025	2024
	£	£
Salaries and benefits	299,208	276,276
Employer's national insurance	26,806	22,643
Pension costs	11,812	9,551
Pension software	936	936
Training	<u>297</u>	<u>(57)</u>
	<u>339,059</u>	<u>309,349</u>

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

9. PENSION COMMITMENTS

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

10. TRUSTEE REMUNERATION, EXPENSES AND DONATIONS

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

11. FUND DETAILS

UNRESTRICTED ACCUMULATED FUND

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

RESTRICTED FUNDS

BUILDING MAINTENANCE FUND

Monies set aside for future investment into land and buildings.

DAY NURSERY CENTRE

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

ELDERLY PEOPLE SERVICE PROJECT

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

CHINESE COMMUNITY SCHOOL

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

YOUTH ASSOCIATION

The Youth Club was combined with the charity during the year ended 31st March 2018.

It runs the school canteen at weekends and funds are used to run youth centred projects and activities.

12. GENERAL INFORMATION

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

The registered office is

33 Clyde Street, Deptford, London SE8 5LW

and

The registered number is

02701526

印支華裔社區中心



英國倫敦中華學校

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

Introduction

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

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

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

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

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

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

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

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

4. Indo-Chinese Day Centre Services:

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

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

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

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

Self-help Project Annual Report April 2024 – March 2025

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

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

Admin

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

Education

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

Banking

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

Management/Supervision

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

Others

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

Donations received during the financial year 2024/2025

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

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

Total £4,225

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

Introduction:

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

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

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

Number of Pupils in Different Age Ranges:**Age between 5—7 (Lower Nursery to Upper Nursery): 38****Age between 8—11 (Year 1 to Year 2): 32****Age between 11+ (Year 3 and 4): 21****TOTAL NUMBER OF PUPILS REGISTERED IN CLASSES: 91**

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

LIST OF TEACHING STAFF (Starting from September 2024)

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

Other School Activities**27/04/2024: Chinese Character Dictation Competition (whole school participating) ; Parents Evening****11/05/2024: Chinese Character Writing Competition (whole school participating)****25/05/2024: Calligraphy Competition (Year 2 to Year 5 participating)****06/07/2024: The End of Academic Year 2023/24****07/09/2024: The new academic year 2024/25 started, with 91 pupils registered.****28/09/2024: The first fire drill practice for all pupils and teachers; Confucius Day (Teachers' Day) celebration****09/11/2024: Nursery's 17th Anniversary & Ofsted 'Outstanding' rating celebration****07/12/2024: Speech Competition, with 44 pupils participating.**

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

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

15/03/2025: Parents Evening.

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

Gratitude

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

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

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

Registration and Attendance

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

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

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

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

Staff Structure

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

Management

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

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

Improvements throughout the year

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

Nursery viewing

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

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

Further Improvements

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

Summary from each room

1.Baby Room

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



2. Toddler Room

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



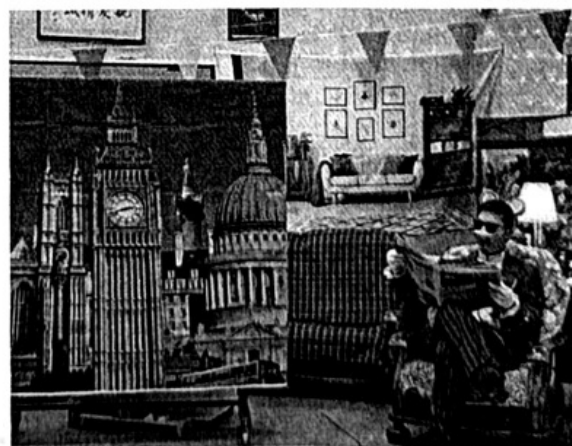
3. Reception Room

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



Events & Trainings

World Book Day 6/3/2024



Group photos with 2024 graduates 29/5/2024



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

Dragon Boat Festival 6/6/2024

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



Outing for 2024 graduates 28/6/2024



Graduation Ceremony on 3/7/2024



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

Mid-Autumn Festival 17/9/2024



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

Halloween Party 31/10/2024



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

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



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

Christmas Party 12/12/2024



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

Chinese New Year Celebration 30/01/2025



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

World Book Day 6/3/2025



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

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

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

Survey outcome from April 2024-March 2025

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

Service:

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

Environment:

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

Food:

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

Future/ Long Term planning

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

Special thanks to:

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

After-School Club

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

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

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

The Operation of After-School Club

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

The Services of After-School Club

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

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

Environment

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

Service

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

Snack

	Excellent	Good	Satisfactory	Poor
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Nutrition	56.25%	43.75%		
Variety	6.25%	93.75%		
Portion	25.00%	75.00%		

Conclusion

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

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

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

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

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

1. Day Centre Introduction:

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

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

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

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

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

2. Day Centre Services:

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

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

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

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

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

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

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

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

3. Annual service Quality Survey Result

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

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

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

4. Conclusion:

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