

# HEADSTART EDUCATION CENTRE

England & Wales · Charity number 1149470

## Details

**Status** Registered

**Legal form** Charitable company

**Company number** [06366283](#)

**Registered** 2012-10-25

**Register** [View on the Charity Commission register](#)

## Contact

**Address** Church Road Studios  
56-62 Church Road  
London  
E12 6AF

**Phone** 02084783708

**Email** [info@headstartededucationcentre.com](mailto:info@headstartededucationcentre.com)

**Website** <http://www.headstartededucationcentre.com>

## Activities

**Objects:** THE OBJECTS FOR WHICH THE ASSOCIATION IS ESTABLISHED ARE TO ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS ESPECIALLY TO THOSE EDUCATED OTHERWISE THAN IN STATE SCHOOLS AND THE ASSOCIATION OPERATING AS A CHARITABLE ENDOWMENT (WAQF) SHALL HAVE THE FOLLOWING POWERS EXERCISABLE IN FURTHERANCE OF ITS SAID OBJECTS (FOR DETAILS OF THE POWERS PLEASE REFER TO THE ORGANISATION'S GOVERNING DOCUMENT).

**Activities:** To advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

## Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Education/training, Religious Activities, Other Charitable Purposes
- **Who:** Children/young People, Other Charities Or Voluntary Bodies

## Geography

- Throughout London

## Finances

| Period end | Income   | Expenditure | Assets     | Employees |
|------------|----------|-------------|------------|-----------|
| 2025-07-31 | £676,101 | £577,490    | £1,017,495 | 35        |
| 2024-07-31 | £716,389 | £564,829    | £906,906   | 38        |
| 2023-07-31 | £533,855 | £445,421    | £755,346   | 31        |
| 2022-07-31 | £514,750 | £396,973    | £666,912   | 28        |
| 2021-07-31 | £550,245 | £399,402    | £549,135   | 26        |
| 2020-07-31 | £522,356 | £425,229    | £389,817   | 23        |

## Trustees

| Name                | Role  | Appointed  |
|---------------------|-------|------------|
| KHALIL ATTAN        | Chair | 2012-04-20 |
| MOHAMMAD RAVAT FCCA |       | 2012-04-20 |
| MRS Z.KHANOM KHANOM |       | 2012-04-20 |

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# Accounts

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Registered company number  
6366283

Registered charity number  
1149470

**Headstart Education Centre**  
(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2025

**Headstart Education Centre**  
**Report and financial statements**  
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**Headstart Education Centre**  
**Legal and Administrative Information**

|                                                  |                                                                                                                          |                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Charity name</b>                              | Headstart Education Centre                                                                                               |                             |
| <b>Charity registration number</b>               | 1149470                                                                                                                  |                             |
| <b>Company registration number</b>               | 6366283                                                                                                                  |                             |
| <b>Registered Office and operational address</b> | Unit 2 Church Road Studio<br>56-62 Church Road<br>London<br>E12 6AF                                                      |                             |
| <b>Directors and Trustees</b>                    | Mr K D Attan<br>Ms Z Khanom<br>Mr M Ravat                                                                                | Chairman<br>Charity Manager |
| <b>Independent Examiner</b>                      | Mr Naveed Sharif FCCA<br>TSP Professional Services<br>1B Highview Parade<br>Redbridge Lane East<br>Ilford Essex, IG4 5ER |                             |
| <b>Bankers</b>                                   | HSBC<br>118 High Street North<br>East Ham<br>London<br>E6 2HX                                                            |                             |

## **Headstart Education Centre**

### **Trustees's Report**

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2025 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2019) and the Companies Act 2006.

### **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

### **Risk management**

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed,

The establishment of policies, systems and procedures to mitigate risks,

Strategic and operational plans and an annual budget, and progress reporting against plans and budget,

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long-term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

### **Recruitment and appointment of trustees**

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

## **Financial summary**

The Surplus for the year is £110.6K (2024: £151.6K). As at 31 July 2025, the reserves stood at £1,017,495.

## **Reserves Policy**

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period up to 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

## **Our aims and objectives**

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education arrangement to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suits families who have chosen to educate their children otherwise. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Headstart Education Centre is a medium sized organisation registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide the main, all or significantly all of a child's education; however, we aim to utilise and reference the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days or times the child is not attending with us. The centre's registered childcare operating hours are Monday – Friday however the primary home education arrangement department less hours, only operating from 8.50am-1.00pm Monday to Thursday during part of the calendar year. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our home education ethos enables us to provide a more intimate setting where children can develop a sense of community and family.

## **Our objectives**

Our key objectives for the year included:

- To enhance and improve the support provided to pupils
- To provide childcare for more babies
- To increase child numbers in both early years & primary years
- To continue to improve & expand the site where the centre is based
- To access training to improve learning practices
- To make home education support accessible

## **Access policy**

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Centre is known throughout the local community by means of advertising including banners and leafleting.
- Help keep fees low by offering subsidised fees where possible to some families
- Offering sponsorship of children's care and education to some families

- Provide advice to families regarding additional support for childcare fees, where possible (ie Universal Credit, 2-year-old grants, 30 hours free childcare for working families and tax-free childcare)
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Describe the Centre and its practices in terms that it welcomes all people
- Arrange for fundraising opportunities to engage local communities

The Centre should ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

## **Review of activities and achievements**

### **Child numbers and fees**

During the year 2024/25 we had the following number of children:

**Under 2yr: 9**

**EY (2yr olds) EY (3/4yr olds): 68 (AM+full-day)**

**Year R: 33**

**Year 1: 19**

**Year 2: 13**

**Year 3: 21**

**Year 4: 19**

**Year 5: 18**

**Year 6: 10**

We aim to keep our fees as low as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees for 2024-25 were:

Primary Years & Reception home-education (non-subsidised): £3,800.00 per annum

Reception (15 hours non-subsidised): £2,594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5,856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £88 per year snack fees

2-4yr olds (non-grant): £2,928 per annum

Additional hours: £9/hr (non-grant 2yr olds), £6/hr (non-grant 3-4 yr olds)

9 months - 2-year-olds (with grant): Free + £88 per year snack fee

The maximum subsidised fee we offered students in 2024/25 were:

Primary Years & Reception £2,205 per annum

Reception: £1,540 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one-off admission fee of £190.00, for non-grant students.

Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We sponsored **1 child** during the year and provided grant support to one family. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff.

### **Academic**

Headstart moved away from the old SATS system of levels and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance with the newest criteria and graded by tutor judgement as follows:

- Emerging:** Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).
- Expected:** Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).
- Exceeding:** Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though tutor judgement also factors in).

As a home education support Centre, parents are able to opt out of internal SATs testing for their children should they choose and homework has always been option However, it has been suspended this year and until further clarity around this has been acquired from the DfE.

Below are the results of the previous year's and this year for Reception, Year 2 and Year 6 (2024-25).

#### Reception ELG 2023- 2024:

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 2 (Expected)                                    | 21         | 95%                        | 95%                  | 100%                                       | 62%      | 52%         | 100%                    | 95%                      |
| 1 (Emerging)                                    | 21         | 5%                         | 5%                   | 0%                                         | 33%      | 43          | 0%                      | 0%                       |
| A (Unable to assess or where exemption applies) | 21         | 0%                         | 0%                   | 0%                                         | 5%       | 5%          | 0%                      | 5%                       |

#### Reception ELG 2024- 2025:

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 2 (Expected)                                    | 30         | 60%                        | 68%                  | 65%                                        | 42%      | 58%         | 42%                     | 53%                      |
| 1 (Emerging)                                    | 30         | 40%                        | 30%                  | 35%                                        | 54%      | 38%         | 52%                     | 43%                      |
| A (Unable to assess or where exemption applies) | 30         | 0%                         | 2%                   | 0%                                         | 4%       | 4%          | 6%                      | 4%                       |

#### Year 6 SATS

|              | Student No | Reading/ SPAG | Student No | Writing | Student No | Numeracy |
|--------------|------------|---------------|------------|---------|------------|----------|
| 2015 Level 4 | 10         | 100%          | 9          | 90%     | 9          | 90%      |
| 2016 Level 4 | 11         | 100%          | 11         | 100%    | 11         | 82%      |
| 2017 Level 4 | 13         | 85%           | 13         | 46%     | 13         | 69%      |
| 2018 Level 4 | 5          | 100%          | 5          | 100%    | 5          | 100%     |

|                   |    |      |    |      |    |      |
|-------------------|----|------|----|------|----|------|
| 2019 Level 4      | 14 | 71%  | 14 | 71%  | 14 | 86%  |
| 2020-21 Level 4   | 10 | 90%  | 10 | 80%  | 10 | 90%  |
| 2021-22 Level 4   | 11 | 100% | 11 | 91%  | 11 | 91%  |
| 2022-2023 level 4 | 14 | 93%  | 14 | 86%  | 14 | 100% |
| 2023-2024 Level   | 11 | 100% | 11 | 100% | 11 | 91%  |
| 2024-2025 Level   | 10 | 90%  | 10 | 80%  | 10 | 100% |

#### Year 2 SATS

|           | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14         | 50%  | 14         | 50%     | 14         | 57%      |
| 2018-2019 | 16         | 56%  | 16         | 44%     | 16         | 63%      |
| 2019-20   | 9          | 100% | 9          | 100%    | 9          | 100%     |
| 2020-21   | 11         | 64%  | 12         | 75%     | 12         | 58%      |
| 2021-22   | 18         | 56%  | 18         | 56%     | 18         | 61%      |
| 2022-2023 | 18         | 67%  | 18         | 65%     | 18         | 72%      |
| 2023-2024 | n/a        | n/a  | n/a        | n/a     | n/a        | n/a      |
| 2024-2025 | n/a        | n/a  | n/a        | n/a     | n/a        | n/a      |

In the home education support section, we cover the core subjects (English, Maths, Science and Computing). Due to our part-time hours it is not possible and not our intention to provide the main, all or significantly all of a child's education at Headstart. Our provision does not offer a broad range of subjects like schools and we do not offer subject teaching in History, Geography, PE, Music, Citizenship, RE, Art or other subjects. Parents are made aware from the outset that our Centre is not a school and not full-time. Due to our ethos, we also provide "Lessons in Quran" as separate session on certain days when possible.

#### **Trips and Projects**

##### ***Primary Years Department:***

At Headstart Education Centre, trips are valuable life experiences which open's children's life skills as part of recreation and fun activities. Approximately once every term, pupils are taken on trips affording them hands-on life experiences which create fond memories to help them in later life. Trip days are short and we end by our normal home time.

Headstart children had the opportunity to visit a variety of places throughout the year.

##### **Museum of London.**

Years 3, 4, 5 and 6 visited the Museum of London. The children walked alongside the beautiful riverside setting and experienced the past 400 years of Docklands history exploring the different galleries.

Children had the opportunity to:

- Have an immersive experience learning about the slavery and trade
- LONDON, SUGAR & SLAVERY: 1600 – PRESENT: The gallery shone a light on London's overlooked role in slavery because in reality, London was one of the world's most significant slave-trading ports.

##### **Young V&A Museum**

Years 1 and 2 had the opportunity to visit the Young V&A museum in Bethnal Green, where the children explored the imaginary and play galleries.

##### **Light Visual Reality Art Show**

Head Start Education Centre hosted a visit from Light Art VR, providing our children with an exciting opportunity to explore cutting-edge Virtual Reality (VR) technology. Children from Reception through Year 6 engaged with immersive storytelling experiences, including the Seerah of the Prophet Muhammad and stories of other prophets, brought to life through visual storytelling in a virtual environment.

## **Nursey and Primary Department Gullivers family trip – End of year Eid outing**

Children and their families went to Gulliver's Theme park as our end-of-year family Eid outing.

### **Early Development of Reading and Phonics:**

This year was an undoubted success in the development of reading within the Centre. Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring children to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and we updated resources buying into an updated synthetic phonics programme. The new Jolly phonics scheme supported our tutor's confidence in delivering phonics sessions and made them more reflective about their practice. The tutors have used visual and interactive resources to tap into the children's love of reading.

### **Development of Writing:**

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understating of each writing genre, which they were then able to reflect back to the children. We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged.

### **Science**

We have recently invested in the new Collins Science books, which has supported the restructuring of our tutoring approach and enhanced the delivery of high-quality learning. Hands-on resources were effectively integrated into various science units, particularly where practical activities and in-depth topic exploration were essential.

Our tutors successfully catered to learners who thrive through visual and hands-on experiences. Children participated in exciting experiments that developed key skills such as enquiry, decision-making, problem-solving, and self-evaluation.

In addition, staff led engaging CPD (Continuing Professional Development) sessions, sharing best practices and fostering a collaborative learning culture within the team.

### **Computing**

We have updated our Computing content by adopting the Teach Computing Curriculum, which is now more accessible and practical for our tutors to deliver. To support this, we have also invested in new computer resources, enhancing the quality and consistency of computing lessons.

Computing remains a key priority at Headstart. We ensure our staff are well-trained and confident through regular training and access to clear, structured lesson plans. Tutors also refer to additional planning support from the new computing curriculum plans, helping them to deliver engaging and effective learning.

### **Continued Professional Development**

Our tutors are continually developing their skills needed to carry out meaningful learning for our children during this year. To that end, we have been engaging in weekly in house CPD sessions. Staff have been undergoing training sessions cantered on the following this year:

- Assessment for Learning
- Behaviour for Learning/ Behaviour management
- Cognition and how children learn.
- Learning Objectives & Success Criteria
- Lesson Planning-Features of a good lesson
- Big Maths/Mental Maths
- Supporting Pupils/Supporting slower learners
- Risk Assessing the Environment- on site and offsite
- Home Education and what it means for us
- Numeracy Maths topics – How to raise attainment
- Computing- Pedagogical approaches to improve quality learning

Though not an exhaustive list, we believe it is important that HSEC maintain a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and seem intent on improving their own practice and providing a better standard to home educated children and supporting parents.

### ***Early Years Department***

This year has been a wonderfully productive and successful one for Early Years, alhamdulillah.

We were pleased to maintain consistency in our leadership throughout the year, which allowed us to focus on growth and improvement without disruption.

In terms of enrolment, we welcomed more babies this year, and our two-year-olds settled exceptionally well, interacting confidently with older children and contributing to a calm and positive learning environment. As always, we continued to prioritise strong parental engagement, which remains a key strength of our setting.

We made good use of Unit 7 as well as the butterfly room and outdoor area, giving children plenty of space for physical activities and movement. Our collaboration with the Primary Years team supported a smooth transition for those children whose parents opted for home education through Headstart. We also continued to build relationships with local schools to help families choosing mainstream education, ensuring children were well prepared for their next steps. We had a visit from staff at our local schools to observe our children with special educational needs (SEN), and they were highly impressed with the level of support provided by our team in meeting the children's individual needs.

The Reception aged children; most children met their end-of-year targets. Our team adapted the phonics and reading assessments to better suit the children's learning, and early assessments helped us to quickly identify gaps and provide tailored support.

We began the year with healthy numbers and aim to welcome even more families in the coming year. We continue to offer extended free hours allowing children to have lunch on site, giving parents more choice.

Our Early Years and Reception teams worked closely with the LA SENCO, which helped us identify needs earlier and provide timely referrals to Early Help where appropriate.

Although we couldn't run our usual termly trips this year, we plan to reintroduce them next year with parental support, including outings for our youngest children. Reception aged children will continue local trips using public transport, and all children regularly enjoy play visits to the local park.

### **Other Organisations**

Our Centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community benefiting projects. Presently we have a madrasah, Arabic classes, a tuition group, holiday club and a martial arts organisation that run separately from us by hiring our venue. This helps provide revenue to our organisation in keeping increasing costs of living manageable and provides accessible facilities to families and children in the community. These organisations are independent and NOT governed or affiliated to Headstart.

### **Training**

#### ***Primary Years Home Education Department:***

At the beginning of each academic year, the induction and introductory training are delivered to staff. All staff receive health and safety, fire and safeguarding training. Key staff are also provided with training on fire risk assessment, paediatric first aid, child protection, prevent duty and safeguarding and safer recruitment.

Our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision.

#### ***Early Years Department***

We regularly support our practitioners by providing access to a range of training opportunities, including baby room training, training for working with 2-3-year-olds, and promoting positive behaviour. These are often delivered in partnership with the local council. In addition, we offer in-house training tailored to extending children's learning and development in line with their individual needs.

Staff receive ongoing support from the management team through regular observations, constructive feedback, guidance, and one-to-one supervision meetings. At the start of each academic year, we deliver induction training to ensure all staff are fully familiar with the centre's core policies and procedures.

We also welcome students working towards childcare qualifications. They are mentored by the senior childcare officer and manager and supported by our experienced staff. Students gain hands-on experience of the practitioner's role, supporting children's play, language, and communication through carefully planned activities. They are also guided in how to complete meaningful observations to support children's development.

This year, one Early Years staff member and one Reception group staff member will complete their **Early Years Initial Teacher Training (EYITT)**. Additionally, two of our staff will complete their level 3 in childcare and our Early Years Manager has begun her **Level 5 Early Years Lead Practitioner qualification**, which is due for completion in June next year.

## FUTURE PLANS

Parents, Children and staff have also donated generously this year for the UWT Charity project during Ramadan. We are proud to say that we raised approximately £25,930.60 in total that will assist families in crisis. We intend to continue supporting good causes next year.

We hope to extend our Early Years childcare offer to the London Borough of Redbridge in September.

## Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 23 April 2026 and signed on their behalf by:

*Khalil Attan*

Khalil Attan (Chairman)

## **Independent Examiner's Report to The Trustees of**

### **Headstart Education Centre**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2025.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Naveed Sharif*

23 April 2026

|                    |                                                                                              |
|--------------------|----------------------------------------------------------------------------------------------|
| Name:              | Naveed Sharif FCCA                                                                           |
| Professional Body: | Association of Chartered Certified Accountants                                               |
| Address:           | TSP Professional Services<br>1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER |

**Headstart Education Centre**  
**Statement of Financial Activities**  
**Including Income & Expenditure Account**  
**for the year ended 31 July 2025**

|                                             | Notes | Unrestricted<br>Funds<br>2025<br>£ | Restricted<br>Funds<br>2025<br>£ | Total<br>Funds<br>2025<br>£ | Total<br>Funds<br>2024<br>£ |
|---------------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b>          |       |                                    |                                  |                             |                             |
| Donations and grants                        |       | 60                                 |                                  | 60                          | 623                         |
| Charitable activities                       |       |                                    |                                  |                             |                             |
| Fees, including NEG                         |       | 589,329                            |                                  | 589,329                     | 622,872                     |
| Fundraising events                          |       | 3,671                              |                                  | 3,671                       | 4,665                       |
| Other Income                                | 2     | 83,040                             |                                  | 83,040                      | 88,229                      |
| <b>Total income</b>                         |       | <u>676,101</u>                     |                                  | <u>676,101</u>              | <u>716,389</u>              |
| <b>Expenditure on:</b>                      |       |                                    |                                  |                             |                             |
| Charitable activities:                      | 3     | 391,628                            |                                  | 391,628                     | 431,155                     |
| Other costs                                 | 4     | 185,862                            |                                  | 185,862                     | 133,674                     |
| Total expenditure                           |       | <u>577,490</u>                     |                                  | <u>577,490</u>              | <u>564,829</u>              |
| Net gains/losses on disposal of investments |       | 11,978                             |                                  | 11,978                      |                             |
| <b>Net income/expenditure</b>               |       | <b>110,589</b>                     |                                  | <b>110,589</b>              | 151,560                     |
| <b>Reconciliation of funds</b>              |       |                                    |                                  |                             |                             |
| Total funds brought forward                 |       | 906,906                            |                                  | 906,906                     | 755,346                     |
| Total funds carried forward                 |       | <u>1,017,495</u>                   |                                  | <u>1,017,495</u>            | <u>906,906</u>              |

**Headstart Education Centre**  
**Registered No: 6366283**  
**Balance Sheet**  
**as at 31 July 2025**

|                                                       | Notes | 2025<br>£        | 2024<br>£      |
|-------------------------------------------------------|-------|------------------|----------------|
| <b>Fixed assets</b>                                   |       |                  |                |
| Investments                                           | 8     | <u>829,015</u>   | <u>648,656</u> |
|                                                       |       | 829,015          | 648,656        |
| <b>Current assets</b>                                 |       |                  |                |
| Debtors                                               | 9     | 293,533          | 316,877        |
| Cash at bank and in hand                              |       | <u>260,607</u>   | <u>255,235</u> |
|                                                       |       | 554,140          | 572,112        |
| <b>Creditors: amounts falling due within one year</b> | 10    | (365,660)        | (313,862)      |
| <b>Net current assets</b>                             |       | <u>188,480</u>   | <u>258,250</u> |
| <b>Net total assets</b>                               |       | <u>1,017,495</u> | <u>906,906</u> |
| <b>Charity funds</b>                                  |       |                  |                |
| Unrestricted funds                                    | 11    | <u>1,017,495</u> | <u>906,906</u> |
| <b>Total charity funds</b>                            |       | <u>1,017,495</u> | <u>906,906</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 23 April 2026 and were signed below on its behalf by:

*Khalil Attan*

Khalil Attan (Chairman)

**Headstart Education Centre**  
**Notes to the Accounts**  
**for the year ended 31 July 2025**

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

***Accounting convention***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition, effective 1 January 2019) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

**Critical accounting judgements and estimates**

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

In reaching this conclusion, the trustees have considered the impact of Covid-19 on the Charity and have reviewed cash flow forecasts covering a period of more than one year from the date of approval of these accounts.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

**Trade debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

## Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

## Fund Accounting: Funds held by the charity are:

**Unrestricted funds:** These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds:** These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

## Leasing

Rentals payable are charged on a time basis over the term of the lease.

|          |                                  |                |                |
|----------|----------------------------------|----------------|----------------|
| <b>2</b> | <b>Other Income</b>              | <b>2025</b>    | <b>2024</b>    |
|          |                                  | <b>£</b>       | <b>£</b>       |
|          | Babies Creche                    | 8,058          | 8,415          |
|          | Investment Income                | 51,576         | 44,705         |
|          | Re-imbursements                  | 4,126          | 3,047          |
|          | Venue hire                       | 19,281         | 32,062         |
|          |                                  | <u>83,040</u>  | <u>88,229</u>  |
| <b>3</b> | <b>Charitable activities</b>     |                |                |
|          | Children's refreshments          | 8,382          | 7,131          |
|          | Donations and sponsorships       | 5,860          | 12,697         |
|          | Educational resources            | 28,007         | 21,439         |
|          | Staff costs                      | 344,299        | 387,194        |
|          | Trips                            | 5,081          | 2,694          |
|          |                                  | <u>391,628</u> | <u>431,155</u> |
| <b>4</b> | <b>Other costs</b>               |                |                |
|          | Advertising                      | 100            | 20             |
|          | Bank charges                     | 219            | 208            |
|          | Cleaning                         | 358            | 164            |
|          | IT and Internet expenses         | 3,799          | 3,729          |
|          | Legal and Professional fees      | 54,028         | 24,824         |
|          | Light and Heat                   | 5,827          | 7,334          |
|          | Premises maintenance costs       | 14,999         | 22,581         |
|          | Printing, postage and stationery | 8              | 5              |
|          | Rent, rates and Insurance        | 105,130        | 72,855         |
|          | Telephone                        | 1,395          | 1,952          |
|          |                                  | <u>185,862</u> | <u>133,674</u> |
| <b>5</b> | <b>Staff costs and numbers</b>   |                |                |
|          | Staff remuneration               | 340,415        | 376,391        |
|          |                                  | <u>340,415</u> | <u>376,391</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

|                            | No. (2025) | No. (2024) |
|----------------------------|------------|------------|
| Charity Manager            | 1          | 1          |
| Teaching staff             | 22         | 24         |
| Coordinators               | 2          | 2          |
| Lunchtime/snack assistants | 4          | 4          |
| Admin staff                | 3          | 3          |
| Cleaning staff             | 4          | 4          |
|                            | <u>36</u>  | <u>38</u>  |

All employees are paid less than £60,000. This note is correct

## 6 Transactions involving Trustees or other related party

Ms Z Khanom-Trustee:

(a) In the interest of the Charity, an amount totalling £50,000 (2024: £38,842) was paid to Ms Z Khanom as part of service agreement fees.

## 7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118.

## 8 Investments

|                                        |                       |
|----------------------------------------|-----------------------|
| Market value as at 1 August 2024       | 648,656               |
| Additions at cost                      | 290,000               |
| Disposals                              | (109,641)             |
| Unrealised gain/(loss)                 | -                     |
| <b>Market value as at 31 July 2025</b> | <b><u>829,015</u></b> |
| <i>Historical cost</i>                 | <i>829,015</i>        |

*The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2025.*

## 9 Debtors

|                 | 2025<br>£      | 2024<br>£      |
|-----------------|----------------|----------------|
| Fees receivable | 271,255        | 298,473        |
| Other debtors   | 22,278         | 18,404         |
|                 | <u>293,533</u> | <u>316,877</u> |

|           |                                                       |                |                |
|-----------|-------------------------------------------------------|----------------|----------------|
| <b>10</b> | <b>Creditors: amounts falling due within one year</b> | <b>2025</b>    | <b>2024</b>    |
|           |                                                       | <b>£</b>       | <b>£</b>       |
|           | Suppliers                                             | 3,115          | 2,707          |
|           | Accruals and deferred income                          | 271,089        | 221,284        |
|           | Other creditors                                       | 91,457         | 89,872         |
|           |                                                       | <u>365,660</u> | <u>313,862</u> |

|           |                          |                       |                       |                         |                  |                         |
|-----------|--------------------------|-----------------------|-----------------------|-------------------------|------------------|-------------------------|
| <b>11</b> | <b>Movement in funds</b> | <b>At</b>             | <b>Incoming</b>       | <b>Outgoing</b>         | <b>Transfers</b> | <b>At</b>               |
|           |                          | <b>01/08/2024</b>     | <b>resources</b>      | <b>resources</b>        |                  | <b>31/07/2025</b>       |
|           |                          | <b>£</b>              | <b>£</b>              | <b>£</b>                | <b>£</b>         | <b>£</b>                |
|           | Unrestricted funds       | 906,906               | 688,078               | (577,490)               | -                | 1,017,495               |
|           | <b>Total funds</b>       | <u><b>906,906</b></u> | <u><b>688,078</b></u> | <u><b>(577,490)</b></u> | <u><b>-</b></u>  | <u><b>1,017,495</b></u> |

**12 Legal Status**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00

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# Accounts

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Registered company number  
6366283

Registered charity number  
1149470

**Headstart Education Centre**  
(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2024

**Headstart Education Centre**  
**Report and financial statements**  
**Contents**

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**Headstart Education Centre**  
**Legal and Administrative Information**

|                                                  |                                                                                                                          |                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Charity name</b>                              | Headstart Education Centre                                                                                               |                             |
| <b>Charity registration number</b>               | 1149470                                                                                                                  |                             |
| <b>Company registration number</b>               | 6366283                                                                                                                  |                             |
| <b>Registered Office and operational address</b> | Unit 2 Church Road Studio<br>56-62 Church Road<br>London<br>E12 6AF                                                      |                             |
| <b>Directors and Trustees</b>                    | Mr K D Attan<br>Ms Z Khanom<br>Mr M Ravat                                                                                | Chairman<br>Charity Manager |
| <b>Independent Examiner</b>                      | Mr Naveed Sharif FCCA<br>TSP Professional Services<br>1B Highview Parade<br>Redbridge Lane East<br>Ilford Essex, IG4 5ER |                             |
| <b>Bankers</b>                                   | HSBC<br>118 High Street North<br>East Ham<br>London<br>E6 2HX                                                            |                             |

## **Headstart Education Centre**

### **Trustees's Report**

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2024 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2019) and the Companies Act 2006.

### **Structure, Governance and Management**

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

### **Risk management**

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed,

The establishment of policies, systems and procedures to mitigate risks,

Strategic and operational plans and an annual budget, and progress reporting against plans and budget,

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long-term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

### **Recruitment and appointment of trustees**

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

## Financial summary

The Surplus for the year is £151.6K (2023: £88.4K). As at 31 July 2024, the reserves stood at £906.9K.

## Reserves Policy

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period up to 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

## Our aims and objectives

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education arrangement to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suits families who have chosen to educate their children otherwise. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Headstart Education Centre is medium sized organisation registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide all or significantly all of a child's education; however, we aim to utilise and reference the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days and times the child is not attending with us. The centre's registered childcare operating hours are 7.30am-7.00pm, Monday – Friday however the primary home education arrangement department only operates from 8.50am-1.00pm Monday to Thursday during part of the calendar year. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our home education ethos enables us to provide a more intimate setting where children can develop a sense of community and family.

## Our objectives

Our key objectives for the year included:

- To enhance and improve the support provided to pupils
- To provide childcare for more babies
- To increase pupil numbers in both early years & primary years
- To continue to improve & expand the site where the centre is based
- To access training to improve learning practices
- To make home education fun for children

## Access policy

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Centre is widely known throughout the local community by means of advertising including banners and leafleting.
- Help keep fees low by offering subsidised fees for families in need
- Offering sponsorship of children's care and education to some families

- Provide advice to families regarding additional support for childcare fees, where possible (ie Tax Credits, Universal Credit, 2-year-old grants and tax-free childcare)
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Describe the Centre and its practices in terms that it welcomes all people
- Arrange for fundraising opportunities to engage local communities

The Centre should ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

## **Review of activities and achievements**

### **Child numbers and fees**

During the year 2023/24 we had the following number of children:

Under 2yr: 1

EY (2yr olds) EY (3/4yr olds): 79 (AM + PM)

Year R: 23

Year 1: 18

Year 2: 22

Year 3: 21

Year 4: 18

Year 5: 12

Year 6: 12

We aim to keep our fees as low as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees for 2023-24 were:

Primary Years & Reception home-education (non-subsidised): £3,800.00 per annum

Reception (15 hours non-subsidised): £2,594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5,856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £83 per year snack fees

2-4yr olds (non-grant): £2,928 per annum

Additional hours: £9/hr (non-grant 2yr olds), £6/hr (non-grant 3-4 yr olds)

9 months - 2-year-olds (with grant): Free + £83 per year snack fee

The maximum subsidised fee we offered students in 2023/24 were:

Primary Years & Reception £2,191 per annum

Reception: £1,531 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one off admission fee of £190.00, for non-grant students.

Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We have increased our fees for next academic year.

We sponsored **2 children** during the year and provided grant support to one family. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff.

### **Academic**

Headstart moved away from the old SATS system of levels and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance with the newest criteria and graded by Tutor Judgement as follows:

- Emerging:** Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).
- Expected:** Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).
- Exceeding:** Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though teacher judgement also factors in).

As a home education support Centre, parents are able to opt out of SATs testing for their children should they choose and homework has always been option. However, it has been suspended until further clarity around this has been acquired from the DfE.

Below are the results of the previous year's results and this year's results for Year 6 (2023-24).

#### Reception ELG 2023- 2024:

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 2 (Expected)                                    | 21         | 95%                        | 95%                  | 100%                                       | 62%      | 52%         | 100%                    | 95%                      |
| 1 (Emerging)                                    | 21         | 5%                         | 5%                   | 0%                                         | 33%      | 43          | 0%                      | 0%                       |
| A (Unable to assess or where exemption applies) | 21         | 0%                         | 0%                   | 0%                                         | 5%       | 5%          | 0%                      | 5%                       |

#### Year 6 SATS

|                   | Student No | Reading/ SPAG | Student No | Writing | Student No | Numeracy |
|-------------------|------------|---------------|------------|---------|------------|----------|
| 2015 Level 4      | 10         | 100%          | 9          | 90%     | 9          | 90%      |
| 2016 Level 4      | 11         | 100%          | 11         | 100%    | 11         | 82%      |
| 2017 Level 4      | 13         | 85%           | 13         | 46%     | 13         | 69%      |
| 2018 Level 4      | 5          | 100%          | 5          | 100%    | 5          | 100%     |
| 2019 Level 4      | 14         | 71%           | 14         | 71%     | 14         | 86%      |
| 2020-21 Level 4   | 10         | 90%           | 10         | 80%     | 10         | 90%      |
| 2021-22 Level 4   | 11         | 100%          | 11         | 91%     | 11         | 91%      |
| 2022-2023 level 4 | 14         | 93%           | 14         | 86%     | 14         | 100%     |
| 2023-2024 Level   | 11         | 100%          | 11         | 100%    | 11         | 91%      |

#### Year 2 SATS

|           | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14         | 50%  | 14         | 50%     | 14         | 57%      |
| 2018-2019 | 16         | 56%  | 16         | 44%     | 16         | 63%      |
| 2019-20   | 9          | 100% | 9          | 100%    | 9          | 100%     |
| 2020-21   | 11         | 64%  | 12         | 75%     | 12         | 58%      |
| 2021-22   | 18         | 56%  | 18         | 56%     | 18         | 61%      |
| 2022-2023 | 18         | 67%  | 18         | 65%     | 18         | 72%      |
| 2023-2024 | n/a        | n/a  | n/a        | n/a     | n/a        | n/a      |

In the home education support section, we cover the core subjects (English, Maths, Science and Computing). Due to our part time hours this is not always possible and not our intention to provide all or significantly all of a child's education at Headstart. Our provision does not offer a broad range of subjects like schools and we do not offer subject teaching in History, Geography, PE, Music, Citizenship, RE, Art or other subjects. Parents are made aware from the outset that our Centre is not a school. Due to our ethos, we also provide Lessons in Quran as separate sessions within our short hours on certain days.

### **Trips and Projects**

#### ***Primary Years Department:***

At Headstart Education Centre, trips are valuable life experiences which open's children's life skills as part of recreation and fun activities. Approximately once every term, pupils are taken on trips affording them hands-on life experiences which create fond memories to help them in later life. Trip days are short and we end by our usual home time.

Headstart children had the opportunity to visit a variety of places throughout the year.

#### **Creative biscuit – Ceramics Café ( Yr 1 and 2)**

The trip to the Creative Biscuit (The Ceramics Café) in South Woodford included an opportunity for children to spend the day at a ceramic's art studio designing and painting their own Plate. Once dry, the custom-made item were collected and given out to each child.

#### **Discovery Centre- Stratford (Reception)**

Children had the opportunity to explore a space-themed, immersive exhibition based on the book 'The box Rocket' created with award-winning illustrator Dapo Adeola. The Box Rocket saw the class travel on an intergalactic adventure in a homemade rocket ship, arriving on a peculiar planet where they must complete an important mission. During the sessions, pupils were invited to explore the immersive exhibition space and take part in a facilitated workshop which includes games, stories and craft activities celebrating creativity, individuality and imagination.

#### **The Natural History Muesum ( Yrs 3-6)**

Pupils attended a work shop on ocean Life and habitats. The trip included an immersive show experience highlighting the importance of the oceans and why it's never been more vital to help protect this amazing habitat. Children explored the Attenborough Studio which was an introduction to or recap of nature-based topics. The staff and children were seated in an amphitheatre style space and the show was presented by one of the museum's experts.

#### **The Planetarium ( Yr 3-6)**

This trip provided the children with the opportunity of exploring and experiencing the wonders of the universe. They also watched a show called 'we are the guardians.' This unique opportunity allowed children to get an insight into a world outside of our planet.

#### **Nursey and Primary Department Chessington family trip – End of year Eid outing**

Children and their families went to Chessington as our end-of-year family Eid outing.

#### **Early Development of Reading and Phonics:**

This year was an undoubted success in the development of reading within the Centre. Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring children to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and we updated resources buying into an updated synthetic phonics programme. The new Jolly phonics scheme supported our tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. The tutors have used visual and interactive resources to tap into the children's' love of reading.

#### **Development of Writing:**

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understating of each writing genre, which they were then able to reflect back to the children. We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged.

#### **Science**

Hands-on resources were used in different science units where practical activities and detailed exploration of topics were required. Tutors were successful in catering for learners who engage well with visuals and hands-on learning. Children have conducted exciting experiments

to develop their skills in enquiry, decision-making, problem-solving and self- evaluation. Staff delivered interactive CPD sessions and shared their great practice with the team.

### **Computing**

This area has always been a focus for Headstart, we train our staff to ensure they are competent in the computing curriculum. Tutors refer to ready-made plans from Scholastic guides.

This year we struggled to conduct computing lessons due to a lack of working laptops and technical issues. Tutors had to use computing lessons as support sessions.

### **Continued Professional Development**

Our tutors are continually developing their skills needed to carry out meaningful learning for our children during this year. To that end, we have been engaging in weekly in house CPD sessions. Staff have been undergoing training sessions centered on the following this year:

- Assessment for Learning
- Behaviour for Learning
- Cognition and how children learn.
- Learning Objectives & Success Criteria
- Lesson Planning-Features of a good lesson
- Big Maths/Mental Maths
- Supporting Pupils/Supporting slower learners
- Risk Assessing the Environment- on site and offsite
- Home Education and what it means for us
- Numeracy Maths topics – How to raise attainment

Though not an exhaustive list, we believe it is important that HSEC maintain a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and seem intent on improving their own practice and providing a better standard of education to home educated children and supporting parents.

### **Early Years Department**

This year has been a challenging year for Early Years, especially with the change in management mid-year. Despite this it was a great success. We had an Ofsted inspection this year, and alhamdulillah, we received a 'Good' rating in all areas.

In terms of our enrolment, we had one baby this year. Our two-year-olds settled in exceptionally well with the older children, contributing to an overall positive atmosphere. We remain committed to maintaining strong parental involvement, as in previous years, and have successfully managed to do so.

We utilised the Unit 7 giving children ample room for physical activities.

We collaborated closely with the Primary Years team to facilitate a smooth transition for children whose parents chose to home-educate within Headstart next year. Additionally, we work with local schools to support parents who decide to send their child to school, believing this will significantly benefit the children's development. Most children in our Reception group met their targets by the end of the year.

Our assessments identified any gaps early, enabling us to recognise each child's abilities and help them reach their full potential, especially in reading and phonics. We revised our phonics and reading assessments for the reception class to better support this goal.

We started the year with a good number of children and aim to welcome even more into our setting. We offer 30 free hours, providing parents with flexible options and the choice of an optional lunch.

Our Early Years and Reception teams worked closely with the LA SENCO, allowing us to refer children to early help and identify needs sooner.

While we were unable to continue with our termly trips this year, we plan to take nursery children on more trips next academic year, with parental support, to include our youngest children. Our reception staff will continue to take children out using public transport. Children are regularly taken to the local park for play.

Overall, it has been a productive year, and we look forward to building on these successes in the coming academic year.

## Other Organisations

Our centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community benefiting projects. Presently we have a madrasah, Arabic classes, a tuition group, holiday club and a martial arts organisation that run separately from us by hiring our venue. This helps provide revenue to our organization in keeping the expenses manageable and provides accessible facilities to families and children in the community. These organizations are independent and NOT governed or affiliated to Headstart.

## Training

### *Primary Years Home Education Department:*

At the beginning of each academic year, the induction and introductory training are delivered to staff. This is to ensure that staffs (teaching and non-teaching) are acquainted with the centre's policies and procedures. On the other hand, staff are sent to external training related to children's learning and understanding especially the Early Years staff. Tutors would then deliver a session back on site so that all staff can collectively be trained up in new or improved skills. All staff receive health and safety, fire and safeguarding training. Key staff are also provided with training on fire risk assessment, paediatric first aid, child protection, prevent duty and safeguarding and safer recruitment.

Our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision.

### *Early Years Department*

We support our practitioners on a regular basis by sending them on regular training with the local council and also providing in-house training based on how to extend children's learning and development according to the children's needs.

Staff are supported by management through regular observations, guidance, feedback, and support. At the beginning of each academic year, we delivered training to staff on induction and carry out regular supervision meetings. This is to ensure that staff are acquainted with the centre's policies and procedures.

We take on students working towards childcare qualifications who are mentored by our manager and supported by our staff. They learn all aspects of a practitioner's role working alongside the practitioner. The students are encouraged to support children in their play, language, and communication skills through different activities. They are provided with guidance and support to complete important observations.

Three of EY staff will complete their EYITT this year and our new EY manager also started her level 5 early years lead practitioner course which will be complete next August.

## FUTURE PLANS

Parents, Children and staff have also donated generously this year for the UWT Afghanistan project during Ramadhan. We are proud to say that we raised approximately £15,797.79 in total that will families in crisis. We intend to continue supporting good causes next year.

We hope to extend our childcare services to neighbouring boroughs.

## Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 7 April 2025 and signed on their behalf by:

A handwritten signature in dark ink, appearing to read 'K. Attan', with a stylized flourish at the end.

Khalil Attan (Chairman)

## Independent Examiner's Report to The Trustees of

### Headstart Education Centre

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2024.

#### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

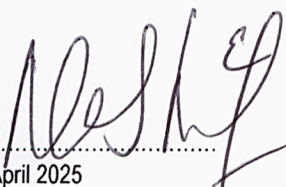
#### Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



7 April 2025

Name: Naveed Sharif FCCA  
Professional Body: Association of Chartered Certified Accountants

Address: TSP Professional Services  
1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER

Headstart Education Centre  
Statement of Financial Activities  
Including Income & Expenditure Account  
for the year ended 31 July 2024

|                                    | Notes | Unrestricted<br>Funds<br>2024<br>£ | Restricted<br>Funds<br>2024<br>£ | Total<br>Funds<br>2024<br>£ | Total<br>Funds<br>2023<br>£ |
|------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b> |       |                                    |                                  |                             |                             |
| Donations and grants               |       | 623                                |                                  | 623                         | 4,626                       |
| Charitable activities              |       |                                    |                                  |                             |                             |
| Fees, including NEG                |       | 622,872                            |                                  | 622,872                     | 450,795                     |
| Fundraising events                 |       | 4,665                              |                                  | 4,665                       | 2,616                       |
| Other Income                       | 2     | 88,229                             |                                  | 88,229                      | 75,818                      |
| <b>Total income</b>                |       | <u>716,389</u>                     |                                  | <u>716,389</u>              | <u>533,855</u>              |
| <b>Expenditure on:</b>             |       |                                    |                                  |                             |                             |
| Charitable activities:             | 3     | 431,155                            |                                  | 431,155                     | 329,460                     |
| Other costs                        | 4     | 133,674                            |                                  | 133,674                     | 115,961                     |
| Total expenditure                  |       | <u>564,829</u>                     |                                  | <u>564,829</u>              | <u>445,421</u>              |
| <b>Net income/expenditure</b>      |       | <b>151,560</b>                     |                                  | <b>151,560</b>              | <b>88,434</b>               |
| <b>Reconciliation of funds</b>     |       |                                    |                                  |                             |                             |
| Total funds brought forward        |       | 755,346                            |                                  | 755,346                     | 666,912                     |
| Total funds carried forward        |       | <u>906,906</u>                     |                                  | <u>906,906</u>              | <u>755,346</u>              |

Headstart Education Centre  
Registered No: 6366283  
Balance Sheet  
as at 31 July 2024

|                                                       | Notes | 2024<br>£      | 2023<br>£      |
|-------------------------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |
| Investments                                           | 9     | <u>648,656</u> | <u>648,656</u> |
|                                                       |       | 648,656        | 648,656        |
| <b>Current assets</b>                                 |       |                |                |
| Debtors                                               | 10    | 316,877        | 294,553        |
| Cash at bank and in hand                              |       | <u>255,235</u> | <u>156,080</u> |
|                                                       |       | 572,112        | 450,633        |
| <b>Creditors: amounts falling due within one year</b> | 11    | (313,862)      | (343,943)      |
| <b>Net current assets</b>                             |       | <u>258,250</u> | <u>106,690</u> |
| <b>Net total assets</b>                               |       | <u>906,906</u> | <u>755,346</u> |
| <b>Charity funds</b>                                  |       |                |                |
| Unrestricted funds                                    | 12    | <u>906,906</u> | <u>755,346</u> |
| <b>Total charity funds</b>                            |       | <u>906,906</u> | <u>755,346</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 7 April 2025 and were signed below on its behalf by:



Khalil Attan (Chairman)

Headstart Education Centre  
Notes to the Accounts  
for the year ended 31 July 2024

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

***Accounting convention***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition, effective 1 January 2019) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

**Critical accounting judgements and estimates**

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

In reaching this conclusion, the trustees have considered the impact of Covid-19 on the Charity and have reviewed cash flow forecasts covering a period of more than one year from the date of approval of these accounts.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

**Trade debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

### Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

### Fund Accounting: Funds held by the charity are:

**Unrestricted funds:** These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds:** These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

### Leasing

Rentals payable are charged on a time basis over the term of the lease.

|          |                                  |                |                |
|----------|----------------------------------|----------------|----------------|
| <b>2</b> | <b>Other Income</b>              | <b>2024</b>    | <b>2023</b>    |
|          |                                  | <b>£</b>       | <b>£</b>       |
|          | Babies Creche                    | 8,415          | 6,050          |
|          | Investment Income                | 44,705         | 42,416         |
|          | Re-imbursements                  | 3,047          | 3,632          |
|          | Venue hire                       | 32,062         | 23,720         |
|          |                                  | <u>88,229</u>  | <u>75,818</u>  |
| <b>3</b> | <b>Charitable activities</b>     |                |                |
|          | Children's refreshments          | 7,131          | 6,228          |
|          | Donations and sponsorships       | 12,697         | 10,037         |
|          | Educational resources            | 21,439         | 17,261         |
|          | Staff costs                      | 387,194        | 291,705        |
|          | Trips                            | 2,694          | 4,230          |
|          |                                  | <u>431,155</u> | <u>329,460</u> |
| <b>4</b> | <b>Other costs</b>               |                |                |
|          | Advertising                      | 20             | 511            |
|          | Bank charges                     | 208            | 189            |
|          | Cleaning                         | 164            | 88             |
|          | IT and Internet expenses         | 3,729          | 1,346          |
|          | Legal and Professional fees      | 24,824         | 1,108          |
|          | Light and Heat                   | 7,334          | 6,331          |
|          | Premises maintenance costs       | 22,581         | 6,847          |
|          | Printing, postage and stationery | 5              | 1,976          |
|          | Rent, rates and Insurance        | 72,855         | 96,663         |
|          | Telephone                        | 1,952          | 901            |
|          |                                  | <u>133,674</u> | <u>115,961</u> |
| <b>5</b> | <b>Staff costs and numbers</b>   |                |                |
|          | Staff remuneration               | 376,391        | 284,775        |
|          | Employers National Insurance     | -              | 243            |
|          |                                  | <u>376,391</u> | <u>285,018</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

|                            | No. (2024) | No. (2023) |
|----------------------------|------------|------------|
| Charity Manager            | 1          | 1          |
| Teaching staff             | 24         | 21         |
| Coordinators               | 2          | 2          |
| Lunchtime/snack assistants | 4          | 2          |
| Admin staff                | 3          | 2          |
| Cleaning staff             | 4          | 3          |
|                            | <u>38</u>  | <u>31</u>  |

All employees are paid less than £60,000.

## 6 Transactions involving Trustees or other related party

Ms Z Khanom-Trustee:

(a) In the interest of the Charity, an amount totalling £38,842 (2023: £24,428) was paid to Ms Z Khanom as part of service agreement fees.

## 7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118.

## 8 Tangible fixed assets

|                       | Fixtures<br>&<br>Equipment<br>£ |
|-----------------------|---------------------------------|
| <b>Cost</b>           |                                 |
| At 1 August 2023      | 54,222                          |
| Additions             | -                               |
| At 31 July 2024       | <u>54,222</u>                   |
| <b>Depreciation</b>   |                                 |
| At 1 August 2023      | 54,222                          |
| Charge for the year   | -                               |
| At 31 July 2024       | <u>54,222</u>                   |
| <b>Net book value</b> |                                 |
| At 31 July 2024       | -                               |
| At 31 July 2023       | <u>-</u>                        |

All the company's fixed assets are used to support charitable activities.

## 9 Investments

|                                        |                |
|----------------------------------------|----------------|
| Market value as at 1 August 2023       | 648,656        |
| Additions at cost                      | -              |
| Disposals                              | -              |
| Unrealised gain/(loss)                 | -              |
| <b>Market value as at 31 July 2024</b> | <b>648,656</b> |
| <i>Historical cost</i>                 | <i>648,656</i> |

*The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2024.*

| 10 Debtors      | 2024<br>£      | 2023<br>£      |
|-----------------|----------------|----------------|
| Fees receivable | 298,473        | 277,705        |
| Other debtors   | 18,404         | 16,848         |
|                 | <u>316,877</u> | <u>294,553</u> |

| 11 Creditors: amounts falling due within one year | 2024<br>£      | 2023<br>£      |
|---------------------------------------------------|----------------|----------------|
| Suppliers                                         | 2,707          | 28,338         |
| Other taxes and social security costs             | -              | 701            |
| Accruals and deferred income                      | 221,284        | 250,000        |
| Other creditors                                   | 89,872         | 64,904         |
|                                                   | <u>313,862</u> | <u>343,943</u> |

| 12 Movement in funds | At<br>01/08/2023<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | At<br>31/07/2024<br>£ |
|----------------------|-----------------------|----------------------------|----------------------------|----------------|-----------------------|
| Unrestricted funds   | 755,346               | 716,389                    | (564,829)                  | -              | 906,906               |
| <b>Total funds</b>   | <u>755,346</u>        | <u>712,799</u>             | <u>(561,239)</u>           | <u>-</u>       | <u>906,906</u>        |

## 13 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00

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# Accounts

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Registered company number  
6366283

Registered charity number  
1149470

**Headstart Education Centre**  
(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2023

**Headstart Education Centre**  
**Report and financial statements**  
**Contents**

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| Notes forming part of the financial statements | 13          |

**Headstart Education Centre**  
**Legal and Administrative Information**

|                                                  |                                                                                                                          |                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Charity name</b>                              | Headstart Education Centre                                                                                               |                             |
| <b>Charity registration number</b>               | 1149470                                                                                                                  |                             |
| <b>Company registration number</b>               | 6366283                                                                                                                  |                             |
| <b>Registered Office and operational address</b> | Unit 2 Church Road Studio<br>56-62 Church Road<br>London<br>E12 6AF                                                      |                             |
| <b>Directors and Trustees</b>                    | Mr K D Attan<br>Mrs Z Khanom<br>Mr M Ravat                                                                               | Chairman<br>Charity Manager |
| <b>Independent Examiner</b>                      | Mr Naveed Sharif FCCA<br>TSP Professional Services<br>1B Highview Parade<br>Redbridge Lane East<br>Ilford Essex, IG4 5ER |                             |
| <b>Bankers</b>                                   | HSBC<br>118 High Street North<br>East Ham<br>London<br>E6 2HX                                                            |                             |

## **Headstart Education Centre**

### **Trustees's Report**

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2023 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2019) and the Companies Act 2006.

### **Structure, Governance And Management**

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

### **Risk management**

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed

The establishment of policies, systems and procedures to mitigate risks

Strategic and operational plans and an annual budget, and progress reporting against plans and budget

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

### **Recruitment and appointment of trustees**

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

## **Financial summary**

The Surplus for the year is £88.4K (2022: £117.8K). As at 31 July 2023, the reserves stood at £755K.

## **Reserves Policy**

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period up to 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

## **Our aims and objectives**

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education provision (out of school setting) to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suites families who have chosen to educate their children otherwise than at state school. We support the development of our children's' abilities, understanding and life skills by engaging them in academic, social and physical play. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Our centre is medium in size; approximately 67 students in the Early Years department and 28 in the Reception at any one time. As space permits more children can be enrolled. Headstart Education Centre is registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide all or significantly all of a child's education; however, we aim to utilise the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days and times the child is not attending with us. The centre's registered childcare operating hours are 7.30am-7.00pm, Monday – Friday however the primary department operates from 8.50am-1.15pm Monday to Thursday. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our smaller group sizes enable us to provide a more intimate setting where children can develop a sense of community and family.

## **Our objectives**

Our key objectives for the year included:

- To enhance and improve the educational support provided to pupils
- To provide childcare for more babies
- To increase pupil numbers in both early years & primary years
- To maintain class sizes
- To continue to improve & expand the site where the centre is based
- To access training to improve good teaching and learning practices
- To make home education fun for children

## **Access policy**

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Centre is widely known throughout the local community by means of advertising including banners and leafleting.

- Help keep fees low by offering subsidised fees for families in need
- Offering sponsorship of children's care and education to some families
- Provide advice to families regarding additional support for childcare fees, where possible (ie Tax Credits, Universal Credit, 2 year old grants and tax free childcare)
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Describe the Centre and its practices in terms that it welcomes all people
- Ask parents for documents for identification purposes:
- Arrange for fundraising opportunities to engage local communities

The Centre should ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

## **Review of activities and achievements**

### **Pupil numbers and fees**

Our educational activities are carried out through our Early Years & Primary Years departments. During the year 2022/23 we had the following number of students:

**Under 2yr: 0**

**EY (2yr olds) EY (3/4yr olds): 61 (AM + PM)**

**Year R: 20**

**Year 1: 19**

**Year 2: 21**

**Year 3: 21**

**Year 4: 10**

**Year 5: 12**

**Year 6: 15**

We aim to keep our fees as low as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees for 2022-23 were:

Primary Years & Reception home-education (non-subsidised): £3800.00 per annum

Reception (15 hours non-subsidised): £2594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £76 per year snack fees

2-4 year olds (non-grant): £2928 per annum

Additional hours: £8/hr (non-grant 2yr olds), £5.20/hr (non-grant 3-4 yr olds)

2 year olds (with grant): Free + £76 per year snack fee

The maximum subsidised fee we offer students in 2019/20 were:

Primary Years & Reception £1992.00 per annum

Reception: £1392.00 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one off admission fee of £190.00, for non-grant students.

Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We have increased our fees for next academic year.

We have sponsored **2 children** this year 2022/23. Provided grant support to one family. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff.

## Academic

Headstart has kept the change made few of years ago, where the assessments moved to all levels of the education system, it was necessary for HSEC to impose changes of our own in order to help better align our teaching and learning with the standard expectations of the rest of the nation. This year we have introduced end-of-unit Numeracy tests. Children are given the opportunity to complete the Collins assessment tests after being taught a unit. There are 12 units in total which are spread out during the academic year.

To that end, we have moved away from the old SATS system of levels and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance with the newest criteria and graded as follows:

**Emerging:** Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).

**Expected:** Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).

**Exceeding:** Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though teacher judgement also factors in).

DfE's Key Stage 1 and Key Stage 2 specifications eliminate Science from the official testing phase. Key Stage 2 sampling tests are only administered to a handful of students nationally.

HSEC has used a commercially available, unofficial SATS papers as blueprints for our internal Key Stage 2 Science SATS. All other papers have been based on the official 2019 papers. We have based this year's assessment on 2021 SATS papers. No Key Stage 1 Science SATS were administered as the papers have been scrapped. Our teachers had to adopt a new way of assessing learning during the scholastic scheme.

As a home education support Centre, parents are able to opt out of SATs testing for their children should they choose.

Below are the results of the previous year's results and this year's results (2022-23).

### Reception ELG 2022- 2023:

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 2 (Expected)                                    | 17         | 88%                        | 100%                 | 100%                                       | 36%      | 60%         | 94%                     | 100%                     |
| 1 (Emerging)                                    | 17         | 12%                        | 0%                   | 0%                                         | 64%      | 40%         | 6%                      | 0%                       |
| A (Unable to assess or where exemption applies) | 17         | 0%                         | 0%                   | 0%                                         | 0%       | 0%          | 0%                      | 0%                       |

### Year 6 SATS

|              | Student No | Reading/ SPAG | Student No | Writing | Student No | Numeracy |
|--------------|------------|---------------|------------|---------|------------|----------|
| 2015 Level 4 | 10         | 100%          | 9          | 90%     | 9          | 90%      |

|                   |    |      |    |      |    |      |
|-------------------|----|------|----|------|----|------|
| 2016 Level 4      | 11 | 100% | 11 | 100% | 11 | 82%  |
| 2017 Level 4      | 13 | 85%  | 13 | 46%  | 13 | 69%  |
| 2018 Level 4      | 5  | 100% | 5  | 100% | 5  | 100% |
| 2019 Level 4      | 14 | 71%  | 14 | 71%  | 14 | 86%  |
| 2020-21 Level 4   | 10 | 90%  | 10 | 80%  | 10 | 90%  |
| 2021-22 Level 4   | 11 | 100% | 11 | 91%  | 11 | 91%  |
| 2022-2023 level 4 | 14 | 93%  | 14 | 86%  | 14 | 100% |

#### Year 2 SATS

|           | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14         | 50%  | 14         | 50%     | 14         | 57%      |
| 2018-2019 | 16         | 56%  | 16         | 44%     | 16         | 63%      |
| 2019-20   | 9          | 100% | 9          | 100%    | 9          | 100%     |
| 2020-21   | 11         | 64%  | 12         | 75%     | 12         | 58%      |
| 2021-22   | 18         | 56%  | 18         | 56%     | 18         | 61%      |
| 2022-2023 | 18         | 67%  | 18         | 65%     | 18         | 72%      |

#### **Co-curricular activities**

In the home education support section we cover the core subjects although we do not have some coverage of other subjects through integration within our core subjects (Literacy, Numeracy, Science and Computing). Due to our part time hours this is not always possible and not our intention to provide all or significantly all of a child's education at Headstart. Parents are made aware from the outset that our Centre is not a school. Due to the high level of demand we also provide Arabic and Islamic studies to all pupils as separate sessions within our hours on certain days.

#### **Trips and Projects**

##### ***Primary Years Department:***

At Headstart Education Centre, trips are valuable experiences which challenge children through means that are not always available in a classroom setting. Approximately once every term, pupils are taken on trips affording them hands-on experiences, bringing to life dry facts and, hopefully, enhancing their knowledge and understanding of literature, mathematics, science, religions, and the world more generally. Experiential learning must remain an integral part of our learning style and we aim to plan our outings in such a way that they reflect and augment the learning expectations within the classroom. Visits and trips are designed and/or chosen to build upon children's prior knowledge, help them acquire new skills, improve and facilitate social interaction with members of the wider public world, and of course for fun and play!

Not only do our children create fond memories to help them in later life, but they experience learning within both real and unexpected contexts.

Headstart children had the opportunity to visit a variety of places as part of trips and outings throughout the year.

##### **Barking Park ( Reception**

The reception class visited Barking Park they travelled by bus. For some of the children, it was their first experience using public transport, and Alhamdulillah they all enjoyed it. The children had a chance to see various wildlife such as various types of birds, ducks, swans, and squirrels. They saw squirrels and crows interact with each other in nature and they all were very excited to see it. They were also informed about animal and water safety and how Islam teaches us to be kind to Allah's creation. The children then got to play in a sand area that consisted of a climbing rope, a long slide, and swings. They loved interacting with the sand and played their own pirate treasure hunt game using the pirate ship.

##### **Eastbrookend Country Park Years 1-6)**

Children took part in various activities at the country park. Such as Minibeast search and Activities identification. The children were left to explore and collect insects in their little pots. Guides were provided to identify the less common insects that were discovered. They took part in animal search with the aid of binoculars, the children pursued to identify various lake animals and birds in their natural habitat. Children were provided with a checklist, adding to their eagerness to recognize the animals as fast as they could. During the Habitat features activity, they hunted down the various features found in a habitat, deep within the forest. The children were amazed to find mushrooms and berries! Children had an opportunity to put their knowledge into practice and created a habitat for either a fox, squirrel, or hedgehog.

### **Jurassic world exhibition**

Students were immersed in the world of dinosaurs and were in awe of the captivating scenes. children saw the life-size dinosaur pounce for its lunch. Students raced to find the most fossils buried deep within the sand using their handy tools. Children boarded the ferry to Island Nebular and walked across the massive Jurassic World gates. Children walked under a majestic Brachiosaurus and came face-to-face with ferocious raptors. The children got a rare up-close look at the most vicious dinosaur of them all, the Tyrannosaurus rex. The Exhibition immersed the children in scenes inspired by the film. The children enjoyed seeing the dinosaurs come to life.

### **Legoland family trip – End of year Eid outing**

Children and their families went to Legoland as our end-of-year Eid outing.

### **Development of Reading and Phonics:**

This year was an undoubted success in the development of reading within the Centre. Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring their students to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and a variety of resources that developed tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. The teachers have used visual and interactive resources to tap into the children's' love of reading.

### **Development of Writing:**

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understating of each writing genre, which they were then able to reflect back to the children. The interactive CD-ROM provided hands on, practical, activities that stimulated and made each writing sessions enjoyable.

We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged. Therefore we incorporated simple project weeks, such as crisis around the world, letter writing, persuasive writing, etc. These created emotions and empathy which stimulated good writing. All these above factors and more, had a great impact on children's overall performance, which resulted in the SAT's results please see above.

### **Science**

Hands-on resources were used in different science units where practical activities and detailed exploration of topics were required. Tutors were successful in catering for learners who engage well with visuals and hands-on learning. Pupils have conducted exciting experiments to develop their skills in enquiry, decision-making, problem-solving and self- evaluation. Staff delivered interactive CPD sessions and shared their great practice with the team.

### **Computing**

This area has always been a focus for Headstart, we train our staff to ensure they are competent in the computing curriculum. Every lesson is carefully matched to curriculum objectives. Tutors follow ready-made lesson plans from Scholastic guides; this saves time with flexible ready-to-go resources.

This year we struggled to conduct computing lessons due to a lack of working laptops. Tutors had to use computing lessons as support sessions. We have addressed this issue and have ordered new laptops for children to use next year.

### **Continued Professional Development**

HSEC PY has made a very concerted effort, this year, to better our classroom craft and general educational and pedagogical knowledge and skills to cater for home-educated children. Our teachers are continually developing the teaching skills needed to carry out meaningful learning for our students during this year. To that end, we have been engaging in weekly CPD sessions designed around all of the core elements of teaching and pedagogy. Staff has been undergoing training sessions centered on the following this year:

- Assessment for Learning
- Behaviour for Learning
- Reading for enjoyment
- Learning Objectives & Success Criteria
- Lesson Planning-Features of a good lesson
- Big Maths/Mental Maths

- Supporting SEND Pupils/Supporting slower learners
- Teachers voice and wellbeing
- Numeracy Maths topics – How to raise attainment

Though not an exhaustive list, we believe it is important that HSEC maintain a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and, despite the litany of observations, book looks and learning walks this year, seem intent on improving their own practice and providing a better standard of education to home educated children.

### ***Early Years Department***

This year has been challenging year for Early Years with the manager being on a course and requiring cover on site. This year our three sessions AM, PM and 15 minutes of Quran as optional sessions were a great success.

This Year we worked closely with staff to prepare for our upcoming Ofsted inspection.

This year we did not have any baby intakes. Our two-year-olds settled in really well with the older children and it has been overall very positive. We are still aiming to keep parental involvement as strong as the previous years and have managed this really well.

We have used the physical area in unit 7 as part of our nursery which allows children open physical play in the setting; and to provide children more space for physical activities. However, this is under review for 2 and 3 year olds and we will need to evaluate how to make the Unit 7 safer before using the space for nursery aged children next year.

We worked alongside the Primary Years to ensure the transition for the children is easy should parents wish to home-educate their children within Headstart. We also work with local schools should parents decide to send their child to school, we believe this will lead to a significant improvement in the children. In our Reception group, the majority of the children met their targets at the end of the year.

This year we have assessed children to find any gaps early and we have ensured that staff recognise each child's ability and aim our best to achieve their full potential, especially in reading and phonic areas as we have revised our phonic and reading assessment for Reception class.

This year we started with a good number of children. Our aim is to facilitate more children in our setting. We are running the 30 free hours giving parents the flexibility to choose the hours and allow the optional lunch.

This year our Early Years and Reception Team worked closely with LA SENCO. We have the opportunity to refer children to early help. This helped children to be identified sooner if any needs needed attention.

We were unable to continue with our termly trips this year but we intend to take nursery children on more trips next academic year with parent's support, thus allowing us to take along our youngest children. Our reception staff will continue taking children out using public transport.

### **Other Organisations**

Our centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community-based projects. Presently we have a madrasah, Arabic classes, a tuition group, holiday club and a martial arts organisation that run separately from us by hiring our venue. This helps provide revenue to our organization in keeping the expenses manageable and provides accessible facilities to families and children in the community. These organizations are independent and NOT governed or affiliated to Headstart.

### **Training**

#### ***Primary Years Department:***

At the beginning of each academic year, the induction and introductory training are delivered to staff. This is to ensure that staffs (teaching and non-teaching) are acquainted with the centre's policies and procedures. On the other hand, staff are sent to external training related to children's learning and understanding. Tutors would then deliver a session back on site so that all staff can collectively be trained up in new or improved skills. All staff receive health and safety, fire and safeguarding training. Key staff are also provided with training on fire risk assessment, paediatric first aid, child protection, prevent duty and safeguarding and safer recruitment.

Staff are supported by the members of the management through regular observations, guidance, feedback and support. Teaching and non-teaching staff are provided with appropriate and adequate materials for effective performance of tasks, along with academic and teaching skills courses on line such reading materials found on the DFE website, You-tube clips on outstanding teaching methods.

Not being a school, Headstart does not have automatic access to training provided by schools funded by the government, therefore our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision.

## *Early Years Department*

We support our practitioners on a regular basis by sending them on regular training with the local council and also providing in-house training based on how to extend children's learning and development according to the children's needs.

Staff are supported by management through regular observations, guidance, feedback, and support. At the beginning of each academic year, we delivered training to staff on induction and carry out regular supervision meetings. This is to ensure that staff are acquainted with the centre's policies and procedures.

We take on students who are mentored by our manager and supported by our staff. They learn all aspects of a practitioner's role working alongside the practitioner. The students are encouraged to support children in their play, language, and communication skills through different activities. They are provided with guidance and support to complete important observations.

## **FUTURE PLANS**

All our tutoring staff now have their own work laptops, although the setting up of server VPN intranet is yet to be established for all staff. We hope to ensure all staff have access to the new server on-site and at home. Internet connection is still proving unstable in the staff room despite having direct internet cabling.

Parents, Children and staff have also donated generously this year for the UWT Afghanistan project during Ramadhan. We are proud to say that we raised approximately £15,797.79 in total that will families in crisis. We intend to continue supporting good causes next year.

We hope to extend our childcare services to neighbouring boroughs.

## **Statement of Trustees' Responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 02 January 2024 and signed on their behalf by:

*Khalil Attan*

Chairman

## **Independent Examiner's Report to The Trustees of**

### **Headstart Education Centre**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2023.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Naveed Sharif*

.....  
02 January 2024

Name: Naveed Sharif FCCA  
Professional Body: Association of Chartered Certified Accountants

Address: TSP Professional Services  
1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER

**Headstart Education Centre**  
**Statement of Financial Activities**  
**Including Income & Expenditure Account**  
**for the year ended 31 July 2023**

|                                    | Notes | Unrestricted<br>Funds<br>2023<br>£ | Restricted<br>Funds<br>2023<br>£ | Total<br>Funds<br>2023<br>£ | Total<br>Funds<br>2022<br>£ |
|------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b> |       |                                    |                                  |                             |                             |
| Donations and grants               |       | 4,626                              |                                  | 4,626                       | 180                         |
| Charitable activities              |       |                                    |                                  |                             |                             |
| Fees, including NEG                |       | 450,795                            |                                  | 450,795                     | 428,285                     |
| Fundraising events                 |       | 2,616                              |                                  | 2,616                       | 17,119                      |
| Other Income                       | 2     | 75,818                             |                                  | 75,818                      | 69,165                      |
| <b>Total income</b>                |       | <b>533,855</b>                     |                                  | <b>533,855</b>              | <b>514,750</b>              |
| <b>Expenditure on:</b>             |       |                                    |                                  |                             |                             |
| Charitable activities:             | 3     | 329,460                            |                                  | 329,460                     | 272,302                     |
| Other costs                        | 4     | 115,961                            |                                  | 115,961                     | 124,671                     |
| Total expenditure                  |       | 445,421                            |                                  | 445,421                     | 396,973                     |
| <b>Net income/expenditure</b>      |       | <b>88,434</b>                      |                                  | <b>88,434</b>               | <b>117,777</b>              |
| <b>Reconciliation of funds</b>     |       |                                    |                                  |                             |                             |
| Total funds brought forward        |       | 666,912                            |                                  | 666,912                     | 549,135                     |
| Total funds carried forward        |       | <b>755,346</b>                     |                                  | <b>755,346</b>              | 666,912                     |

**Headstart Education Centre**  
**Registered No: 6366283**  
**Balance Sheet**  
**as at 31 July 2023**

|                                                       | Notes | 2023<br>£      | 2022<br>£      |
|-------------------------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |
| Investments                                           | 9     | <u>648,656</u> | <u>613,656</u> |
|                                                       |       | 648,656        | 613,656        |
| <b>Current assets</b>                                 |       |                |                |
| Debtors                                               | 10    | 294,553        | 236,091        |
| Cash at bank and in hand                              |       | <u>156,080</u> | <u>99,427</u>  |
|                                                       |       | 450,633        | 335,518        |
| <b>Creditors: amounts falling due within one year</b> | 11    | (343,943)      | (282,262)      |
| <b>Net current assets</b>                             |       | <u>106,690</u> | <u>53,256</u>  |
| <b>Net total assets</b>                               |       | <u>755,346</u> | <u>666,912</u> |
| <b>Charity funds</b>                                  |       |                |                |
| Unrestricted funds                                    | 12    | <u>755,346</u> | <u>666,912</u> |
| <b>Total charity funds</b>                            |       | <u>755,346</u> | <u>666,912</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 02 January 2024 and were signed below on its behalf by:

*Khalil Attan*

.....

Chairman

**Headstart Education Centre**  
**Notes to the Accounts**  
**for the year ended 31 July 2023**

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

***Accounting convention***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition, effective 1 January 2019) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

**Critical accounting judgements and estimates**

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

In reaching this conclusion, the trustees have considered the impact of Covid-19 on the Charity and have reviewed cash flow forecasts covering a period of more than one year from the date of approval of these accounts.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

**Trade debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

## Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

## Fund Accounting: Funds held by the charity are:

**Unrestricted funds:** These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds:** These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

## Leasing

Rentals payable are charged on a time basis over the term of the lease.

|          |                                  |                |                |
|----------|----------------------------------|----------------|----------------|
| <b>2</b> | <b>Other Income</b>              | <b>2023</b>    | <b>2022</b>    |
|          |                                  | <b>£</b>       | <b>£</b>       |
|          | Creche                           | 6,050          | 9,278          |
|          | Investment Income                | 42,416         | 30,868         |
|          | Re-imbursements                  | 3,632          | 5,794          |
|          | Venue hire                       | 23,720         | 23,225         |
|          |                                  | <u>75,818</u>  | <u>69,165</u>  |
| <b>3</b> | <b>Charitable activities</b>     |                |                |
|          | Children's refreshments          | 6,228          | 6,107          |
|          | Donations and sponsorships       | 10,037         | 14,250         |
|          | Educational resources            | 17,261         | 12,987         |
|          | Staff costs                      | 291,705        | 233,067        |
|          | Trips and outings                | 4,230          | 5,891          |
|          |                                  | <u>329,460</u> | <u>272,302</u> |
| <b>4</b> | <b>Other costs</b>               |                |                |
|          | Advertising                      | 511            | 540            |
|          | Bank charges                     | 189            | 288            |
|          | Cleaning                         | 88             | 167            |
|          | IT and Internet expenses         | 1,346          | 1,580          |
|          | Legal and Professional fees      | 1,108          | 4,139          |
|          | Light and Heat                   | 6,331          | 5,019          |
|          | Premises maintenance costs       | 6,847          | 14,368         |
|          | Printing, postage and stationery | 1,976          | 3,929          |
|          | Rent, rates and Insurance        | 96,663         | 93,696         |
|          | Telephone                        | 901            | 946            |
|          |                                  | <u>115,961</u> | <u>124,671</u> |
| <b>5</b> | <b>Staff costs and numbers</b>   |                |                |
|          | Staff remuneration               | 284,775        | 226,697        |
|          | Employers National Insurance     | 243            | -              |
|          |                                  | <u>285,018</u> | <u>226,697</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

|                            | No. (2023) | No. (2022) |
|----------------------------|------------|------------|
| Charity Manager            | 1          | 1          |
| Teaching staff             | 21         | 19         |
| Coordinators               | 2          | 2          |
| Lunchtime/snack assistants | 2          | 2          |
| Admin staff                | 2          | 2          |
| Youth workers              | 0          | 0          |
| Cleaning staff             | 3          | 2          |
|                            | <u>31</u>  | <u>28</u>  |

All employees are paid less than £60,000.

## 6 Transactions involving Trustees or other related party

Mrs Z Khanom-Trustee:

(a) In the interest of the Charity, amount totalling £6,116 (2022: £2,082) was payable directly to relevant service providers by the Charity for Mrs Z Khanom's childcare and domestic assistance, educational fees (for dependent children), travel and other costs. For the avoidance of doubt, the Charity contracts with and pays the relevant service providers directly.

(b) Mrs Z Khanom was paid an amount of £24,428 (2022: £19,024) as wages.

(c) An amount of £1,000 (2022: £1,356) was paid to non-dependent related parties.

## 7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118

## 8 Tangible fixed assets

|                       | Fixtures<br>&<br>Equipment<br>£ |
|-----------------------|---------------------------------|
| <b>Cost</b>           |                                 |
| At 1 August 2022      | 54,222                          |
| Additions             | -                               |
| At 31 July 2023       | <u>54,222</u>                   |
| <b>Depreciation</b>   |                                 |
| At 1 August 2022      | 54,222                          |
| Charge for the year   | -                               |
| At 31 July 2023       | <u>54,222</u>                   |
| <b>Net book value</b> |                                 |
| At 31 July 2023       | -                               |
| At 31 July 2022       | <u>-</u>                        |

All the company's fixed assets are used to support charitable activities.

## 9 Investments

|                                        |                |
|----------------------------------------|----------------|
| Market value as at 1 August 2022       | 613,656        |
| Additions at cost                      | 35,000         |
| Disposals                              | -              |
| Unrealised gain/(loss)                 | -              |
| <b>Market value as at 31 July 2023</b> | <b>648,656</b> |
| <i>Historical cost</i>                 | <i>648,656</i> |

*The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2023.*

| 10 Debtors      | 2023<br>£      | 2022<br>£      |
|-----------------|----------------|----------------|
| Fees receivable | 277,705        | 223,152        |
| Other debtors   | 16,848         | 12,939         |
|                 | <u>294,553</u> | <u>236,091</u> |

| 11 Creditors: amounts falling due within one year | 2023<br>£      | 2022<br>£      |
|---------------------------------------------------|----------------|----------------|
| Suppliers                                         | 28,338         | 29,297         |
| Other taxes and social security costs             | 701            | 12,898         |
| Accruals and deferred income                      | 250,000        | 192,237        |
| Other creditors                                   | 64,904         | 47,830         |
|                                                   | <u>343,943</u> | <u>282,262</u> |

| 12 Movement in funds | At<br>01/08/2022<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | At<br>31/07/2023<br>£ |
|----------------------|-----------------------|----------------------------|----------------------------|----------------|-----------------------|
| Unrestricted funds   | 666,912               | 533,855                    | (445,421)                  | -              | 755,346               |
| <b>Total funds</b>   | <u>666,912</u>        | <u>533,855</u>             | <u>(445,421)</u>           | <u>-</u>       | <u>755,346</u>        |

## 13 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00

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# Accounts

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egistered company number  
6366283

Registered charity number  
1149470

**Headstart Education Centre**  
(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2022

**Headstart Education Centre**  
**Report and financial statements**  
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**Headstart Education Centre**  
**Legal and Administrative Information**

|                                                  |                                                                                                                          |                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Charity name</b>                              | Headstart Education Centre                                                                                               |                             |
| <b>Charity registration number</b>               | 1149470                                                                                                                  |                             |
| <b>Company registration number</b>               | 6366283                                                                                                                  |                             |
| <b>Registered Office and operational address</b> | Unit 2 Church Road Studio<br>56-62 Church Road<br>London<br>E12 6AF                                                      |                             |
| <b>Directors and Trustees</b>                    | Mr K D Attan<br>Mrs Z Khanom<br>Mr M Ravat                                                                               | Chairman<br>Charity Manager |
| <b>Independent Examiner</b>                      | Mr Naveed Sharif FCCA<br>TSP Professional Services<br>1B Highview Parade<br>Redbridge Lane East<br>Ilford Essex, IG4 5ER |                             |
| <b>Bankers</b>                                   | HSBC<br>118 High Street North<br>East Ham<br>London<br>E6 2HX                                                            |                             |

## **Headstart Education Centre**

### **Trustees's Report**

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2022 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2019) and the Companies Act 2006.

### **Structure, Governance And Management**

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

### **Risk management**

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed

The establishment of policies, systems and procedures to mitigate risks

Strategic and operational plans and an annual budget, and progress reporting against plans and budget

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

### **Recruitment and appointment of trustees**

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

## **Financial summary**

The Surplus for the year is £117.8K (2020: £150.8K). As at 31 July 202, the reserves stood at £666.9K

The charity did not make any surplus on its core charitable activity: Education, which is subsidised to make it affordable for the beneficiaries in line with the charity's ethos.

## **Reserves Policy**

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period up to 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

## **Our aims and objectives**

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education provision (out of school setting) to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suites families who have chosen to educate their children otherwise than at state school. We support the development of our children's' abilities, understanding and life skills by engaging them in academic, social and physical play. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Our centre is medium in size; approximately 67 students in the Early Years department and 28 in the Reception at any one time. As space permits more children can be enrolled. Headstart Education Centre is registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide all or significantly all of a child's education; however, we aim to utilise the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days and times the child is not attending with us. The centre's registered childcare operating hours are 7.30am-7.00pm, Monday – Friday however the primary department operates from 8.50am-1.15pm Monday to Thursday. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our smaller group sizes enable us to provide a more intimate setting where children can develop a sense of community and family.

## **Our objectives**

Our key objectives for the year included:

- To enhance and improve the educational support provided to home educated children;
- To provide childcare for more toddlers;
- To increase pupil numbers in both early years & primary years;
- To maintain good adult: staff ratios.
- To continue to improve & expand the site where the centre is based and consider a satellite provision
- To access training to improve good care, teaching and learning practices;
- To make home education fun for children

## **Access policy**

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Centre is known throughout the local community by means of advertising including banners and leafletting.
- Help keep fees low by offering subsidised fees for families in need
- Offering sponsorship of children's care and education where possible
- Provide advice to families regarding additional support for childcare fees, where possible (ie Tax Credits, Universal Credit, 2 year old grants and tax free childcare)
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Arrange for fundraising events which support needy causes and raise awareness of Headstart.

The Centre will endeavour to ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

## **Review of activities and achievements**

### **Child numbers and fees**

Our activities are carried out through our Early Years & Primary Years departments.

End of year **2021/22** we had the following number of children on roll:

**Babies (0-1): 0**

**EY (2-5): 48 Morning session**

**EY (2-5): 48 Afternoon session**

**Year R: 18**

**Year 1: 21**

**Year 2: 19**

**Year 3: 11**

**Year 4: 10**

**Year 5: 14**

**Year 6: 11**

We aim to keep our fees competitive as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees have not been increased for several years and for **2021-22 remained as follows:**

Primary Years & Reception home-education (non-subsidised): £3800.00 per annum

Reception (15 hours non-subsidised): £2594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £76 per year snack fees

2-4 year olds (non-grant): £2928 per annum

Additional hours: £8/hr (non-grant 2yr olds), £5.20/hr (non-grant 3-4 yr olds)

2 year olds (with grant): Free + £76 per year snack fee

The usual subsidised fee we offered students in **2021/22** were:

Primary Years £1992.00 per annum

Reception: £1392.00 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one off admission fee of £190.00, unless discounted

Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We have provided sponsorship/grants/bursaries to **1 child** this year **2021/22**. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff

### **Academic**

Headstart has kept the change made a few of years ago, where the assessments moved to levels in the education system; it was necessary for HSEC to impose changes of our own in order to help better align our teaching and learning with the standard expectations of the rest of the nation.

To that end we have moved away from the old SATS system of levels, and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance and graded as follows:

**Emerging:** Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).

**Expected:** Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).

**Exceeding:** Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though teacher judgement also factors in).

DfE's Key Stage 1 and Key Stage 2 specifications eliminate Science from the official testing phase. Key Stage 2 sampling tests are only administered to a handful of students nationally.

HSEC has used a commercially available, unofficial SATS papers as blueprints for our internal Key Stage 2 Science SATS. All other papers have been based on the 2021 papers.

No Key Stage 1 Science SATS were administered as the papers have been scrapped. Tutors used the Scholastics Science end of topic assessment results, averaging them out to determine each child's end of year progress level.

As a home education support centre, parents are able to opt out of SATs testing for their children should they choose.

Below are the results for this year (2021-22)

### **Reception ELG 2021- 2022:**

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 2 (Expected)                                    | 17         | 95%                        | 95%                  | 95%                                        | 65%      | 59%         | 95%                     | 95%                      |
| 1 (Emerging)                                    | 17         | 5%                         | 5%                   | 5%                                         | 35%      | 41%         | 5%                      | 5%                       |
| A (Unable to assess or where exemption applies) | 17         | 0%                         | 0%                   | 0%                                         | 0%       | 0%          | 0%                      | 0%                       |

### **Year 6 SATS**

|               | Student No | Reading/ SPAG | Student No | Writing | Student No | Numeracy |
|---------------|------------|---------------|------------|---------|------------|----------|
| 2012 Level 4B | 3          | 100%          | 3          | 100%    | 12         | 100%     |
| 2013 Level 4B | 6          | 83%           | 6          | 50%     | 6          | 83%      |
| 2014 Level 4B | 12         | 92%           | 12         | 92%     | 12         | 92%      |
| 2015 Level 4  | 10         | 100%          | 9          | 90%     | 9          | 90%      |
| 2016 Level 4  | 11         | 100%          | 11         | 100%    | 11         | 82%      |
| 2017 Level 4  | 13         | 85%           | 13         | 46%     | 13         | 69%      |
| 2018 Level 4  | 5          | 100%          | 5          | 100%    | 5          | 100%     |

|                 |    |      |    |     |    |     |
|-----------------|----|------|----|-----|----|-----|
| 2019 Level 4    | 14 | 71%  | 14 | 71% | 14 | 86% |
| 2020-21 Level 4 | 10 | 90%  | 10 | 80% | 10 | 90% |
| 2021-22 Level 4 | 11 | 100% | 11 | 91% | 11 | 91% |

#### Year 2 SATS

|           | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14         | 50%  | 14         | 50%     | 14         | 57%      |
| 2018-2019 | 16         | 56%  | 16         | 44%     | 16         | 63%      |
| 2019-20   | 9          | 100% | 9          | 100%    | 9          | 100%     |
| 2020-21   | 11         | 64%  | 12         | 75%     | 12         | 58%      |
| 2021-22   | 18         | 56%  | 18         | 56%     | 18         | 61%      |

### **Co-curricular activities**

In the home education support centre, we cover the core subjects although we do have some coverage of other subjects through integration within our core subjects (Literacy, Numeracy, Science and Computing). Due to our part time hours this is not always possible and neither is it our intention to provide all or significantly all of a child's education at Headstart and only aim to support home education. Parents are made aware from the outset that our Centre is not a school but is a provider of support to the education of children who do not attend school. Due to our ethos we also provide Arabic and Islamic studies to all pupils as separate sessions within our hours, on certain days.

The Early years delivers all aspects of the EYFS.

### **Trips and Projects**

#### ***Primary Years Department:***

At Headstart Education Centre, trips are valuable experiences which challenge children through means that are not always available in a classroom setting. Approximately once every half term, pupils are taken on trips affording them hands-on experiences, bringing to life dry facts and, hopefully, enhancing their knowledge and understanding of literature, mathematics, science, religions, and the world more generally. Experiential learning must remain an integral part of our learning style and we aim to plan our outings in such a way that they reflect and augment the learning expectations within the class. Visits and trips are designed and/or chosen to build upon childrens' prior knowledge, help them acquire new skills, improve and facilitate social interaction with members of the wider public world and of course for fun and play!

Not only do our children create fond memories to help them in later life, but they experience learning within both real and unexpected contexts.

Headstart children had the opportunity to visit a variety of places as part of trips and outings throughout the year.

#### **Chatham Wilderness Project ( Reception and Years 1-6)**

The Chatham Green Project is an outdoor living classroom built on 400 acres of farmland in the heart of Essex. It is both an environmental sustainability project and an education initiative that reaches over 3,000 primary and secondary school children each year. The wilderness project and Headstart Education Centre worked closely together to create a science programme that related directly to the National Curriculum, the children will took part in the three hour bespoke session.

The children had the opportunity to go on a Forest adventure where they went bug hunting and pond dipping for creatures. They also went on a nature walk to take a closer look at the animal habitats at its natural setting.

#### **Zoo lab**

Headstart arranged a Zoo Lab visit during the second Autumn term. The zoo lab workshops provided the children with a rich variety of play activities and learning experiences in a safe, secure and stimulating environment under the guidance of the expert Zoo lab Presenter. On the day the children had the opportunity to ethically handle the animals and have a wonderful encounter.

#### **London Transport Exploration**

As a part of children's learning about the London transport system the classes were specifically looking at London Underground tube maps.

**Pupils had the opportunity to explore the tube and bus systems in their local area. They developed their skills to read and follow the tube/bus maps to reach a destination on their maps.**

### **Creative biscuit café – Ceramic designing**

The Reception and KS1 classes visited the Creative biscuit cafe in South Woodford. During their workshop pupils designed and painted their own plates. Once fired and glazed the pupils took their finish products home! It was an enjoyable experience for both children and staff.

### **Mudchute farm**

Headstart Pupils visited the Mudchute Farm. It is one of the largest inner City Farms anywhere in Europe. They got to see the wonderful collection of British rare breeds and they currently have over 100 animals and fowl on the farm! The Pupils experienced the landscape and buildings and viewed the British rare breed animals, horses and ponies everywhere. The Pupil also learned how the Farm works, got closer to some of the animals, and even help feed some of them!

### **River boat cruise**

KS2 pupils went on an epic River boat cruise. They learned about London's Monumental sites along with the River Thames. The River Cruise included a tour of London's famous landmarks such as the Tower Bridge, London Eye, The Shard, Canary Wharf and Big Ben.

### **Development of Reading and Phonics:**

This year was an undoubted success in the development of reading within the Centre. Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring their students to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and a variety of resources that developed tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. Tutors and practitioners have used visual and interactive resources to tap into the children's love of reading.

### **Development of Writing:**

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understanding of each writing genre, which they were then able to reflect back to the children. The interactive CD-ROM provided hands on, practical, activities that stimulated and made each writing sessions enjoyable.

We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged. Therefore we incorporated simple project weeks, such as crisis around the world, letter writing, persuasive writing, etc. These created emotions and empathy which stimulated good writing. All these above factors and more had a great impact on children's overall performance, which resulted in the SAT's results.

### **Science**

Hands-on resources were used in different science units where practical activities and detailed exploration of topics were required. Tutors were successful in catering for learners who engage well with visuals and hands-on learning. Pupils have conducted exciting experiments to develop their skills in enquiry, decision-making, problem-solving and self- evaluation. Reflection, more generally, has been a key learning focus for staff and children alike this year. Staff delivered interactive CPD sessions and shared their great practise with the team.

### **Computing**

This area has always been a focus for Headstart, we train our staff to ensure they are competent in the computing curriculum. Every lesson carefully matched to curriculum objectives. Tutors follow ready-made lesson plans from Scholastic guides; this saves time with flexible ready-to-go resources.

Tutors were able to stay on track with assessment tools and progress checks. The programme also engages children with inspirational activities. Scratch CPD was delivered for staff that need more practise before delivering to their pupils. This helped to motivate and build confidence in teachers teaching this application.

## **Continuous Professional Development**

HSEC PY has made a very concerted effort, this year, to better our classroom craft and general educational and pedagogical knowledge and skills to cater for home educated children. Our tutors are continually developing their teaching skills needed to carry out meaningful learning for our students during this year. To that end, we have been engaging in weekly CPD sessions designed around all of the core elements of teaching and pedagogy. Staff have been undergoing training sessions centred on the following this year:

- Assessment for Learning
- Behaviour for Learning
- Subject specific pedagogy
- Scaffolding/ Responsive teaching
- Learning Objectives & Success Criteria
- Lesson Planning
- Scratch training
- Schemas and cognitive load
- Big Maths/Mental Maths
- Supporting SEND Pupils
- Teachers voice and wellbeing

Though not an exhaustive list, we believe it is important that HSEC maintain a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and, despite the litany of observations, book looks and learning walks this year, seem intent on improving their own practice and providing a better standard of education to home educated children.

Many of our PY staff members have enrolled into courses. We have staff members who have completed their QTS in education and teaching this year also. We have staff that want to continue with their second year of Early Career Training. We hope that this passion for learning not only continues to grow, but directly contributes to steering our pupils to becoming lifelong learners.

## **Early Years Department**

This year many new staff were recruited. Due to the need to train up new staff we have enrolled a number of staff to the level 3 diploma in the Early Years alongside practical experience in the nursery.

Our Early Years Teams worked closely with LA SENCO which enabled us to refer one child to early-help as soon as identified and attention is needed.

We worked alongside with the Primary Years to ensure transition for the children is easy should parents wish to home educate their children within Headstart. We also work with local schools should parents decide to send their child to school, we believe this will lead to a significant improvement in the children.

We are running the 30 free hours giving parents the flexibility to choose the hours and allow the optional lunch. We also began to offer optional Quran classes in addition to the free funded hours which have received interest from parents.

## **COMMUNITY SERVICES**

### **Fundraising**

At the centre we hold many fundraising events throughout the year. Often raising funds for our own centre but also for other causes. The children, as well as the parents, are encouraged to participate in these events. The half termly food sales are very popular with generous donations of food for sale being brought in by both parents and staff and children also helping to bake for the sales.

Parents, Children and staff have also donated generously this year for the UWT Afghanistan project during Ramadhan. We are proud to say that we raised approximately £28,102.16 in total that will families in crisis.

### **Other Organisations**

Our centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community based projects. We have madrasah, a tuition group, martial arts and youth organisations that run separately from us by hiring our venue. This year we also let out to a summer club. This helps provide revenue to our organisation in keeping the expenses manageable, and provides accessible facilities to families and children in the community. These organisations are independent and NOT governed or affiliated to Headstart.

## Headstart Training

At the beginning of each academic year, the induction and introductory training are delivered to staff. This is to ensure that staff (teaching and non-teaching) are acquainted with the centre's policies and procedures. On the other hand, staff are sent to external training related to children's learning and understanding. Tutors would then deliver a session back on site so that all staff can collectively be trained up in new or improved skills. Staff are provided with training on fire risk assessment, safeguarding and child protection and health and safety. Majority are externally trained on PFA as well.

Staff are supported by the members of the management through regular observations, guidance, feedback and support. Teaching and non-teaching staff are provided with appropriate and adequate materials for effective performance of tasks, along with academic and teaching skills courses online such as reading materials found on the DFE website, You-tube clips they can utilise to develop further.

This year we held mentoring sessions for new staff and one ECT to support and provide guidance to their development. Many staff used that time to discuss about areas of improvements and how we can find solutions to aid their improvement

Not being a school, Headstart does not have automatic access to training provided by schools funded by the government; therefore our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision. .

## FUTURE PLANS

All our tutoring staff now have their own work laptops, although the setting up of server VPN intranet is yet to be established for all staff. We have largely moved away from dropbox. We hope to ensure all staff have access to the server on site. Internet connection is still proving unstable despite having direct internet cabling from all units to ensure the connection to all units is good but this is still an on-going issue we hope can be resolved.

Due to external building works one unit could not be used and the classes were moved into temporary rooms. We hope that the building issue will be resolved for the start of the academic year. This experience has made Headstart consider alternative options to provide our services during such circumstances.

## Statement of Trustees' Responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 12 April 2023 and signed on their behalf by:

*Khalil Attan*

K D Attan

Chairman

## **Independent Examiner's Report to The Trustees of**

### **Headstart Education Centre**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2022.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Naveed Sharif

.....  
12 April 2023

Name: Naveed Sharif FCCA  
Professional Body: Association of Chartered Certified Accountants

Address: TSP Professional Services  
1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER

**Headstart Education Centre**  
**Statement of Financial Activities**  
**Including Income & Expenditure Account**  
**for the year ended 31 July 2022**

|                                    | Notes | Unrestricted<br>Funds<br>2022<br>£ | Restricted<br>Funds<br>2022<br>£ | Total<br>Funds<br>2022<br>£ | Total<br>Funds<br>2021<br>£ |
|------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b> |       |                                    |                                  |                             |                             |
| Donations and grants               |       | 180                                |                                  | 180                         | 38,793                      |
| Charitable activities              |       |                                    |                                  |                             |                             |
| Fees, including NEG                |       | 428,285                            |                                  | 428,285                     | 451,119                     |
| Fundraising events                 |       | 17,119                             |                                  | 17,119                      | 6,464                       |
| Other Income                       | 2     | 69,165                             |                                  | 69,165                      | 53,869                      |
| <b>Total income</b>                |       | <u>514,750</u>                     |                                  | <u>514,750</u>              | <u>550,245</u>              |
| <b>Expenditure on:</b>             |       |                                    |                                  |                             |                             |
| Charitable activities:             | 3     | 272,302                            |                                  | 272,302                     | 287,559                     |
| Other costs                        | 4     | 124,671                            |                                  | 124,671                     | 111,843                     |
| Total expenditure                  |       | <u>396,973</u>                     |                                  | <u>396,973</u>              | <u>399,402</u>              |
| <b>Net income/expenditure</b>      |       | <b>117,777</b>                     |                                  | <b>117,777</b>              | <b>150,842</b>              |
| <b>Reconciliation of funds</b>     |       |                                    |                                  |                             |                             |
| Total funds brought forward        |       | 549,135                            |                                  | 549,135                     | 398,293,                    |
| Total funds carried forward        |       | <u>666,912</u>                     |                                  | <u>666,912</u>              | <u>549,135</u>              |

**Headstart Education Centre**  
**Balance Sheet**  
**as at 31 July 2022**

|                                                       | Notes | 2022<br>£      | 2021<br>£      |
|-------------------------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |
| Investments                                           | 9     | 613,656        | 370,614        |
|                                                       |       | <u>613,656</u> | <u>370,614</u> |
| <b>Current assets</b>                                 |       |                |                |
| Debtors                                               | 10    | 236,091        | 208,815        |
| Cash at bank and in hand                              |       | <u>99,427</u>  | <u>215,597</u> |
|                                                       |       | 335,518        | 424,412        |
| <b>Creditors: amounts falling due within one year</b> | 11    | (282,262)      | (245,891)      |
| <b>Net current assets</b>                             |       | <u>53,256</u>  | <u>178,521</u> |
| <b>Net total assets</b>                               |       | <u>666,912</u> | <u>549,135</u> |
| <b>Charity funds</b>                                  |       |                |                |
| Unrestricted funds                                    | 12    | 666,912        | 549,135        |
| Restricted funds                                      | 12    | <u>-</u>       | <u>-</u>       |
| <b>Total charity funds</b>                            |       | <u>666,912</u> | <u>549,135</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 12 April 2023 and were signed below on its behalf by:

*Khalil Attan*

.....

K D Attan

Chairman

**Headstart Education Centre**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

***Accounting convention***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition, effective 1 January 2019) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

**Critical accounting judgements and estimates**

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

In reaching this conclusion, the trustees have considered the impact of Covid-19 on the Charity and have reviewed cash flow forecasts covering a period of more than one year from the date of approval of these accounts.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

**Trade debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

## Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

## Fund Accounting: Funds held by the charity are:

**Unrestricted funds:** These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds:** These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

## Leasing

Rentals payable are charged on a time basis over the term of the lease.

|          |                                  |                |                |
|----------|----------------------------------|----------------|----------------|
| <b>2</b> | <b>Other Income</b>              | <b>2022</b>    | <b>2021</b>    |
|          |                                  | <b>£</b>       | <b>£</b>       |
|          | EY additional fees               | 9,278          | 2,244          |
|          | Investment Income                | 30,868         | 22,719         |
|          | Re-imbursements                  | 5,794          | 270            |
|          | Venue hire                       | 23,225         | 28,636         |
|          |                                  | <u>69,165</u>  | <u>53,869</u>  |
| <b>3</b> | <b>Charitable activities</b>     |                |                |
|          | Childrens refreshments           | 6,107          | 4,391          |
|          | Donations and sponsorships       | 14,250         | 50,950         |
|          | Educational resources            | 12,987         | 11,323         |
|          | Staff costs                      | 233,067        | 220,896        |
|          | Trips and outings                | 5,891          | -              |
|          |                                  | <u>272,302</u> | <u>287,560</u> |
| <b>4</b> | <b>Other costs</b>               |                |                |
|          | Advertising                      | 540            | -              |
|          | Bank charges                     | 288            | 613            |
|          | Cleaning                         | 167            | 698            |
|          | IT and Internet expenses         | 1,580          | 840            |
|          | Legal and Professional fees      | 4,139          | 2,826          |
|          | Light and Heat                   | 5,019          | 6,633          |
|          | Premises maintenance costs       | 14,368         | 8,406          |
|          | Printing, postage and stationery | 3,929          | 6,581          |
|          | Rent, rates and Insurance        | 93,696         | 85,036         |
|          | Telephone                        | 946            | 1,210          |
|          |                                  | <u>124,671</u> | <u>111,843</u> |
| <b>5</b> | <b>Staff costs and numbers</b>   |                |                |
|          | Staff remuneration               | 226,697        | 206,165        |
|          | Employers National Insurance     | -              | 400            |
|          |                                  | <u></u>        | <u>206,565</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

|                            | No. (2022) | No. (2021) |
|----------------------------|------------|------------|
| Charity Manager            | 1          | 1          |
| Teaching staff             | 19         | 16         |
| Coordinators               | 2          | 2          |
| Lunchtime/snack assistants | 2          | 2          |
| Admin staff                | 2          | 3          |
| Youth workers              | 0          | 0          |
| Cleaning staff             | 2          | 2          |
|                            | <u>28</u>  | <u>26</u>  |

All employees are paid less than £60,000.

## 6 Transactions involving Trustees or other related party

Mrs Z Khanom-Trustee:

(a) In the interest of the Charity, amount totalling £2,082 (2021: £4,800) was payable directly to relevant service providers by the Charity for Mrs Z Khanom's childcare and domestic assistance, educational fees (for dependent children), travel and other costs. For the avoidance of doubt, the Charity contracts with and pays the relevant service providers directly.

(b) Mrs Z Khanom was paid an amount of £19,024 (2021: £6,207) as wages.

(c) An amount of £1,356 (2021: £836) was paid to non-dependent related parties.

## 7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118

## 8 Tangible fixed assets

|                       | Fixtures<br>&<br>Equipment<br>£ |
|-----------------------|---------------------------------|
| <b>Cost</b>           |                                 |
| At 1 August 2021      | 54,222                          |
| Additions             | -                               |
| At 31 July 2022       | <u>54,222</u>                   |
| <b>Depreciation</b>   |                                 |
| At 1 August 2021      | 54,222                          |
| Charge for the year   | -                               |
| At 31 July 2022       | <u>54,222</u>                   |
| <b>Net book value</b> |                                 |
| At 31 July 2022       | -                               |
| At 31 July 2021       | <u>-</u>                        |

All the company's fixed assets are used to support charitable activities.

## 9 Investments

|                                        |                |
|----------------------------------------|----------------|
| Market value as at 1 August 2021       | 370,614        |
| Additions at cost                      | 243,042        |
| Disposals                              | -              |
| Unrealised gain/(loss)                 | -              |
| <b>Market value as at 31 July 2021</b> | <b>613,656</b> |
| <i>Historical cost</i>                 | 613,656        |

*The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2022.*

| 10 Debtors      | 2022<br>£      | 2021<br>£      |
|-----------------|----------------|----------------|
| Fees receivable | 223,152        | 195,100        |
| Other debtors   | 12,939         | 13,715         |
|                 | <u>236,091</u> | <u>208,815</u> |

| 11 Creditors: amounts falling due within one year | 2022<br>£      | 2021<br>£      |
|---------------------------------------------------|----------------|----------------|
| Suppliers                                         | 29,297         | 29,102         |
| Other taxes and social security costs             | 12,898         | 10,116         |
| Accruals and deferred income                      | 192,237        | 164,049        |
| Other creditors                                   | 47,830         | 42,624         |
|                                                   | <u>282,262</u> | <u>245,891</u> |

| 12 Movement in funds | At<br>01/08/2021<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | At<br>31/07/2022<br>£ |
|----------------------|-----------------------|----------------------------|----------------------------|----------------|-----------------------|
| Unrestricted funds   | 549,135               | 514,750                    | (396,973)                  | -              | 666,912               |
| <b>Total funds</b>   | <u>549,135</u>        | <u>514,750</u>             | <u>(396,973)</u>           | <u>-</u>       | <u>666,912</u>        |

## 13 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00

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# Accounts

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Registered company number  
6366283

Registered charity number  
1149470

**Headstart Education Centre**  
(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2021

**Headstart Education Centre**  
**Report and financial statements**  
**Contents**

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**Headstart Education Centre**  
**Legal and Administrative Information**

|                                                  |                                                                                                                          |                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Charity name</b>                              | Headstart Education Centre                                                                                               |                             |
| <b>Charity registration number</b>               | 1149470                                                                                                                  |                             |
| <b>Company registration number</b>               | 6366283                                                                                                                  |                             |
| <b>Registered Office and operational address</b> | Unit 2 Church Road Studio<br>56-62 Church Road<br>London<br>E12 6AF                                                      |                             |
| <b>Directors and Trustees</b>                    | Mr K D Attan<br>Mrs Z Khanom<br>Mr M Ravat                                                                               | Chairman<br>Charity Manager |
| <b>Independent Examiner</b>                      | Mr Naveed Sharif FCCA<br>TSP Professional Services<br>1B Highview Parade<br>Redbridge Lane East<br>Ilford Essex, IG4 5ER |                             |
| <b>Bankers</b>                                   | HSBC<br>118 High Street North<br>East Ham<br>London<br>E6 2HX                                                            |                             |

## **Headstart Education Centre**

### **Trustees's Report**

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2021 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2015) and the Companies Act 2006.

### **Structure, Governance And Management**

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

### **Risk management**

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed

The establishment of policies, systems and procedures to mitigate risks

Strategic and operational plans and an annual budget, and progress reporting against plans and budget

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

### **Recruitment and appointment of trustees**

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

## **Financial summary**

The Surplus for the year is £150,842 (2020: £105,604). As at 31 July 2021, the reserves stood at £549,135.

The charity did not make any surplus on its core charitable activity: Education, which is subsidised to make it affordable for the beneficiaries in line with the charity's ethos.

## **Reserves Policy**

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period up to 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

## **Our aims and objectives**

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education provision (out of school setting) to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suites families who have chosen to educate their children otherwise than at state school. We support the development of our children's' abilities, understanding and life skills by engaging them in academic, social and physical play. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Our centre is medium in size; approximately 67 students in the Early Years department and 28 in the Reception at any one time. As space permits more children can be enrolled. Headstart Education Centre is registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide all or significantly all of a child's education; however, we aim to utilise the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days and times the child is not attending with us. The centre's registered childcare operating hours are 7.30am-7.00pm, Monday – Friday however the primary department operates from 8.50am-1.15pm Monday to Thursday. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our smaller group sizes enable us to provide a more intimate setting where children can develop a sense of community and family.

## **Our objectives**

Our key objectives for the year included:

- To enhance and improve the educational support provided to pupils;
- To provide childcare for more toddlers;
- To increase pupil numbers in both early years & primary years;
- To maintain good class sizes.
- To continue to improve & expand the site where the centre is based:
- To access training to improve good care, teaching and learning practices;
- To make home education fun for children

## **Access policy**

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Centre is known throughout the local community by means of advertising including banners and leafletting.
- Help keep fees low by offering subsidised fees for families in need
- Offering sponsorship of children's care and education where possible
- Provide advice to families regarding additional support for childcare fees, where possible (ie Tax Credits, Universal Credit, 2 year old grants and tax free childcare)
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Arrange for fundraising events.

The Centre will endeavour to ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

## **Review of activities and achievements**

### **Child numbers and fees**

Our activities are carried out through our Early Years & Primary Years departments.

End of year **2020/21** we had the following number of children on roll:

**Under 2yr: 0**

**EY AM and PM (2,3,4 year olds): 96 (sessional/full time)**

**Year R: 21**

**Year 1: 18**

**Year 2: 12**

**Year 3: 11**

**Year 4: 12**

**Year 5: 11**

**Year 6: 9**

We aim to keep our fees competitive as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees for **2020-21** were:

Primary Years & Reception home-education (non-subsidised): £3800.00 per annum

Reception (15 hours non-subsidised): £2594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £76 per year snack fees

2-4 year olds (non-grant): £2928 per annum

Additional hours: £8/hr (non-grant 2yr olds), £5.20/hr (non-grant 3-4 yr olds)

2 year olds (with grant): Free + £76 per year snack fee

The maximum subsidised fee we offer students in **2020/21** were:

Primary Years & Reception £1992.00 per annum

Reception: £1392.00 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one off admission fee of £190.00, for non-grant students.

Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We have provided sponsorship/grants/bursaries to **3 children and 1 staff** this year **2020/21**. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff

## Academic

Headstart has moved away from the old SATS system of levels, and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance and graded as follows:

- Emerging:** Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).
- Expected:** Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).
- Exceeding:** Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though teacher judgement also factors in).

DfE's Key Stage 1 and Key Stage 2 specifications eliminate Science from the official testing phase. Key Stage 2 sampling tests are only administered to a handful of students nationally.

HSEC has used a commercially available, unofficial SATS papers as blueprints for our internal Key Stage 2 Science SATS. All other papers have been based on the 2019 papers as no official 2020 SATS papers were released this year. No Key Stage 1 Science SATS were administered. Tutors used their judgement and Science end of topic assessment results for this year to determine children's progress levels.

As a home education support centre, parents are able to opt out of SATs testing for their children should they choose.

Below are the results for this year

### Reception ELG 2020- 2021:

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 3 (Exceeding)                                   | 21         | 90%                        | 75%                  | 90%                                        | 40%      | 40%         | 80%                     | 80%                      |
| 2 (Expected)                                    | 21         | 10%                        | 25%                  | 10%                                        | 50%      | 40%         | 20%                     | 20%                      |
| 1 (Emerging)                                    | 21         | 0%                         | 0%                   | 0%                                         | 10%      | 20%         | 0%                      | 0%                       |
| A (Unable to assess or where exemption applies) | 21         | 0%                         | 0%                   | 0%                                         | 0%       | 0%          | 0%                      | 0%                       |

### Year 6 SATS

|               | Student No | Reading/ SPAG | Student No | Writing | Student No | Numeracy |
|---------------|------------|---------------|------------|---------|------------|----------|
| 2012 Level 4B | 3          | 100%          | 3          | 100%    | 12         | 100%     |
| 2013 Level 4B | 6          | 83%           | 6          | 50%     | 6          | 83%      |
| 2014 Level 4B | 12         | 92%           | 12         | 92%     | 12         | 92%      |
| 2015 Level 4  | 10         | 100%          | 9          | 90%     | 9          | 90%      |

|                 |    |      |    |      |    |      |
|-----------------|----|------|----|------|----|------|
| 2016 Level 4    | 11 | 100% | 11 | 100% | 11 | 82%  |
| 2017 Level 4    | 13 | 85%  | 13 | 46%  | 13 | 69%  |
| 2018 Level 4    | 5  | 100% | 5  | 100% | 5  | 100% |
| 2019 Level 4    | 14 | 71%  | 14 | 71%  | 14 | 86%  |
| 2020-21 Level 4 | 10 | 90%  | 10 | 80%  | 10 | 90%  |

#### Year 2 SATS

|           | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14         | 50%  | 14         | 50%     | 14         | 57%      |
| 2018-2019 | 16         | 56%  | 16         | 44%     | 16         | 63%      |
| 2019-20   | 9          | 100% | 9          | 100%    | 9          | 100%     |
| 2020-21   | 11         | 64%  | 12         | 75%     | 12         | 58%      |

### **Co-curricular activities**

In the home education support centre, we cover the core subjects although we do have some coverage of other subjects through integration within our core subjects (Literacy, Numeracy, Science and Computing). Due to our part time hours this is not always possible and neither is it our intention to provide all or significantly all of a child's education at Headstart. We are here to support home education. Parents are made aware from the outset that our Centre is not a school but is a provider of support to the education of children who do not attend school. Due to our ethos we also provide Arabic and Islamic studies to all pupils as separate sessions within our hours, on certain days.

The Early years delivers all aspects of the EYFS.

### **Trips and Projects**

#### ***Primary Years Department:***

At Headstart Education Centre, trips are valuable experiences which challenge children through means that are not always available in a classroom setting. Approximately once every half term, pupils are taken on trips affording them hands-on experiences, bringing to life dry facts and, hopefully, enhancing their knowledge and understanding of literature, mathematics, science, religions, and the world more generally. Experiential learning must remain an integral part of our learning style and we aim to plan our outings in such a way that they reflect and augment the learning expectations within the class. Visits and trips are designed and/or chosen to build upon childrens' prior knowledge, help them acquire new skills, improve and facilitate social interaction with members of the wider public world and of course for fun and play!

Not only do our children create fond memories to help them in later life, but they experience learning within both real and unexpected contexts.

Headstart children would usually have the opportunity to visit a variety of places as part of trips and outings throughout the year. However due to the COVID pandemic and government restrictions to trips the children in Headstart this year were unable to go on as many trips as we would have liked but some classes had the opportunity to attend the STEM Workshops at the end of the year when restrictions eased.

#### **Yrs 4, 5 and 6 STEM Workshop:**

Children from Years 4, 5 and 6 attended an engineering (STEM) project over two days. This was an invaluable experience as the children has not attended a trip due to restrictions. The project allowed children the opportunity to build their own Motorised Propeller Car. They were able to understand and put into practice the mechanics and workings of a motorised product by their own crafting. The children were also able to take home their finished model.

### **Development of Reading and Phonics:**

Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring their students to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and a variety of resources that developed tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. The lockdown has enabled teachers to research and adapt their planning gearing it to students via online application: Zoom. The teachers have used visual and interactive resources to tap into the children's love of reading.

## **New Library:**

Before the lockdown, parents, staff and students raised funds through our food sale for a new library for our students at the centre. We now have a lovely library with new books ready for our next academic year.

## **Development of Writing:**

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understanding of each writing genre, which they were then able to reflect back to the children. The interactive CD-ROM provided hands on, practical, activities that stimulated and made each writing sessions enjoyable.

We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged. Therefore, we incorporated simple project weeks, such as crisis around the world, letter writing, persuasive writing, etc. These created emotions and empathy which stimulated good writing. All these above factors and more, had a great impact on children's overall performance, which resulted in the SAT's results attained despite Covid disruption. This year we have acquired the updated Collins literacy curriculum for our students. This will cement their foundations in writing and boost their skills and development in writing and their language.

## **Science**

Hands-on resources were used in different science units where practical activities and detailed exploration of topics were required. Tutors were successful in catering for learners who engage well with visuals and hands-on learning. Pupils have conducted exciting experiments to develop their skills in enquiry, decision-making, problem-solving and self- evaluation. Reflection, more generally, has been a key learning focus for staff and children alike this year.

## **Computing**

This area has always been a focus for Headstart, we train our staff to ensure they are competent in the computing curriculum. Every lesson carefully matched to curriculum objectives. Tutors follow ready-made lesson plans from Scholastic guides; this saves time with flexible ready-to-go resources. Tutors were able to stay on track with assessment tools and progress checks. The programme also engages children with inspirational activities.

## **COVID**

This was the second year of Covid restrictions. It has been testing for our staff; however, everyone has persevered and shown great resilience during this unfortunate time. Staff have been the forefront of supporting children's learning both online and onsite for our vulnerable and keyworker children. As a result of remote learning online, our staff had to adapt new ways of teaching and assessing. It may have seemed challenging at times, yet the determination and selflessness of our tutors to ensure their students were learning and safe outweighed anything else.

It has enabled the senior leadership team to reflect on the importance of our students, parents and staffs' wellbeing. Leaders have been a supporting network for our staff who had concerns and worries of what the future will hold.

A thorough risk assessment has been completed along with the guidance from the local authority and Government for our centre. We are proud of our staff pulling together to ensure our centre meets the required standards to re-open. The staff have shown great resilience and positivity in planning for last minute changes and adaptations required from them.

## **Continuous Professional Development**

HSEC PY has made a very concerted effort this year to better our classroom craft and general educational and pedagogical knowledge and skills to cater for home educated children. We have also adopted new online teaching skills needed to carry out remote learning for our students during the lockdown period. This involved setting homework via google classroom and having active sessions on zoom. To that end, we have been engaging in updating weekly risk assessment and implementation of what is required to keep staff and children safe. The staff have been undergoing sessions centred on the following before lockdown this year:

- Assessment for Learning
- Behaviour for Learning
- Curriculum/ subject Knowledge
- Differentiation/ Scaffolding
- Learning Objectives & Success Criteria
- Lesson Planning
- Supporting SEND Pupils

- Mental health and wellbeing

Though not an exhaustive list, we believe it is important that HSEC maintains a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and, despite the litany of observations, book looks and learning walks this year, seem intent on improving their own practice and providing a better standard of education to home educated children.

We have staff who are going on to complete their QTS and ECT. We hope that this passion for learning not only continues to grow, but directly contributes to steering our pupils to becoming lifelong learners.

### ***Early Years Department***

This year has been the second challenging year for the early years due to Covid 19; but with the hard work and substantial commitment from Management and staff we were able to make it another successful year.

We attended all the online training with Sheringham Nursery in Manor Park Talk to be up-to-date on how to help our children and their parents going through such difficult times.

Our Early Years and Reception Teams worked closely with LA SENCO online which enabled us to refer children to early-help as soon as identified and attention is needed.

We worked alongside with the Primary Years to ensure transition for the children is easy should parents wish to home educate their children within Headstart. We also work with local schools should parents decide to send their child to school, we believe this will lead to a significant improvement in the children.

We are running the 30 free hours giving parents the flexibility to choose the hours and allow the optional lunch. This will ensure that all our spaces are filled.

## **COMMUNITY SERVICES**

### **Fundraising**

At the centre we hold many fundraising events throughout the year. Often raising funds for our own centre but also for other causes. The children, as well as the parents, are encouraged to participate in these events. The half termly food sales are very popular with generous donations of food for sale being brought in by both parents and staff and children also helping to bake for the sales. **This year we held a total of 1 end of year food sale after Covid restrictions were eased.**

**Parents, Children and staff have also donated generously this year for the UWT Syrian Orphan project during Ramadhan. We are proud to say that we raised approximately £33,362.05 in total that will aid orphaned families.**

### **Other Organisations**

Our centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community based projects. We have madrasah, a tuition group, martial arts and youth organisations that run separately from us by hiring our venue. This helps provide revenue to our organisation in keeping the expenses manageable, and provides accessible facilities to families and children in the community. These organisations are independent and NOT governed or affiliated to Headstart.

### **Training**

#### ***Primary Years Department:***

At the beginning of each academic year, the induction and introductory training are delivered to staff. This is to ensure that staff (teaching and non-teaching) are acquainted with the centre's policies and procedures. On the other hand, staff are sent to external training related to children's learning and understanding. Tutors would then deliver a session back on site so that all staff can collectively be trained up in new or improved skills. Staff are provided with training on fire risk assessment, child protection, prevent duty and safeguarding. Majority are trained on PFA as well.

Staff are supported by the members of the management through regular observations, guidance, feedback and support. Teaching and non-teaching staff are provided with appropriate and adequate materials for effective performance of tasks, along with academic and teaching skills courses online such as reading materials found on the DFE website, You-tube clips on outstanding teaching methods. This year we held

mentoring sessions for staff to support and provide guidance. Many staff used that time to discuss about areas of improvements and how we can find solutions.

Not being a school, Headstart does not have automatic access to training provided by schools funded by the government, therefore our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision.

#### *Early Years Department*

We managed to attend all online training through Zoom with the local council.

Staffs are supported by management through regular observations, guidance, feedback and support. At the beginning of each academic year, we delivered training to staff induction. This is to ensure that staffs are acquainted with the centre's policies and procedures. All staff is fire and safeguarding trained.

We take on work placement students who are mentored by our management and supported by our staff. They learn all aspects of a practitioner's role. The pupils are encouraged to support children in their play, language and communication skills through different activities. They are provided with guidance and support to complete important observations.

### **FUTURE PLANS**

All our tutoring staff now have their own work laptops, although the setting up of server VPN intranet is yet to be established for all staff. Steps are still in progress to move away from dropbox. We hope to ensure all staff have access to the server on site. Internet connection is still proving unstable despite having direct internet cabling from all units to ensure the connection to all units is good but this is still an on-going issue we hope can be resolved.

Having administered some remote learning this year due to Covid lockdowns we expect the teaching and learning next year to run smoother. We will utilise unit 7 for additional play space for under 5's thereby increasing the child capacity in the nursery by way of extra floor space. We hope this will enable us to offer more space for local children and the community at large. **To support more children's education and look into possible interest free student loans for education.**

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 25 May 2022 and signed on their behalf by:

*Khalil Attan*

K D Attan

Chairman

## **Independent Examiner's Report to The Trustees of**

### **Headstart Education Centre**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2021.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Naveed Sharif

.....  
25 May 2022

Name: Naveed Sharif FCCA  
Professional Body: Association of Chartered Certified Accountants

Address: TSP Professional Services  
1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER

**Headstart Education Centre**  
**Statement of Financial Activities**  
**Including Income & Expenditure Account**  
**for the year ended 31 July 2021**

|                                    | Notes | Unrestricted<br>Funds<br>2021<br>£ | Restricted<br>Funds<br>2021<br>£ | Total<br>Funds<br>2021<br>£ | Total<br>Funds<br>2020<br>£ |
|------------------------------------|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income and endowments from:</b> |       |                                    |                                  |                             |                             |
| Donations and grants               |       | 38,793                             |                                  | 38,793                      | 742                         |
| Charitable activities              |       |                                    |                                  |                             |                             |
| Fees, including NEG                |       | 451,119                            |                                  | 451,119                     | 462,121                     |
| Fundraising events                 |       | 6,464                              |                                  | 6,464                       | 13,253                      |
| Other Income                       | 2     | 53,869                             |                                  | 53,869                      | 54,717                      |
| <b>Total income</b>                |       | <u>550,245</u>                     |                                  | <u>550,245</u>              | <u>530,833</u>              |
| <b>Expenditure on:</b>             |       |                                    |                                  |                             |                             |
| Charitable activities:             | 3     | 287,559                            |                                  | 287,559                     | 288,010                     |
| Other costs                        | 4     | 111,843                            |                                  | 111,843                     | 137,219                     |
| Total expenditure                  |       | <u>399,402</u>                     |                                  | <u>399,402</u>              | <u>425,229</u>              |
| <b>Net income/expenditure</b>      |       | <b>150,842</b>                     |                                  | <b>150,842</b>              | 105,604                     |
| <b>Reconciliation of funds</b>     |       |                                    |                                  |                             |                             |
| Total funds brought forward        |       | 398,293                            |                                  | 398,293                     | 292,689                     |
| Total funds carried forward        |       | <u>549,135</u>                     |                                  | <u>549,135</u>              | <u>398,293</u>              |

**Headstart Education Centre**  
**Balance Sheet**  
**as at 31 July 2021**

|                                                       | Notes | 2021<br>£      | 2020<br>£      |
|-------------------------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |
| Investments                                           | 9     | 370,614        | 240,620        |
|                                                       |       | <u>370,614</u> | <u>240,620</u> |
| <b>Current assets</b>                                 |       |                |                |
| Debtors                                               | 10    | 208,815        | 199,016        |
| Cash at bank and in hand                              |       | <u>215,597</u> | <u>190,704</u> |
|                                                       |       | 424,412        | 389,720        |
| <b>Creditors: amounts falling due within one year</b> | 11    | (245,891)      | (232,047)      |
| <b>Net current assets</b>                             |       | <u>178,521</u> | <u>157,673</u> |
| <b>Net total assets</b>                               |       | <u>549,135</u> | <u>398,293</u> |
| <b>Charity funds</b>                                  |       |                |                |
| Unrestricted funds                                    | 12    | 549,135        | 398,293        |
| Restricted funds                                      | 12    | -              | -              |
| <b>Total charity funds</b>                            |       | <u>549,135</u> | <u>398,293</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 20 April 2022 and were signed below on its behalf by:

*Khalil Attan*

25 May 2022

K D Attan

Chairman

**Headstart Education Centre**  
**Notes to the Accounts**  
**for the year ended 31 July 2021**

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

***Accounting convention***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition, effective 1 January 2019) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

**Critical accounting judgements and estimates**

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

In reaching this conclusion, the trustees have considered the impact of Covid-19 on the Charity and have reviewed cash flow forecasts covering a period of more than one year from the date of approval of these accounts.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

**Trade debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

## Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

## Fund Accounting: Funds held by the charity are:

**Unrestricted funds:** These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds:** These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

## Leasing

Rentals payable are charged on a time basis over the term of the lease.

|          |                                  |                |                |
|----------|----------------------------------|----------------|----------------|
| <b>2</b> | <b>Other Income</b>              | <b>2021</b>    | <b>2020</b>    |
|          |                                  | <b>£</b>       | <b>£</b>       |
|          | EY additional fees               | 2,244          | 18,123         |
|          | Investment Income                | 22,719         | 6,188          |
|          | Re-imbursements                  | 270            | 10,419         |
|          | Venue hire                       | 28,636         | 19,988         |
|          |                                  | <u>53,869</u>  | <u>54,717</u>  |
| <b>3</b> | <b>Charitable activities</b>     |                |                |
|          | Childrens refreshments           | 4,391          | 8,380          |
|          | Donations and sponsorships       | 50,950         | 11,599         |
|          | Educational resources            | 11,323         | 11,383         |
|          | Staff costs                      | 220,896        | 256,388        |
|          | Trips and outings                | -              | 262            |
|          |                                  | <u>287,559</u> | <u>288,010</u> |
| <b>4</b> | <b>Other costs</b>               |                |                |
|          | Advertising                      | -              | 500            |
|          | Bank charges                     | 613            | 847            |
|          | Cleaning                         | 698            | 1,119          |
|          | Depreciation                     | -              | 7,456          |
|          | IT and Internet expenses         | 840            | 550            |
|          | Legal and Professional fees      | 2,826          | 2,510          |
|          | Light and Heat                   | 6,633          | 6,839          |
|          | Premises maintenance costs       | 8,406          | 24,160         |
|          | Printing, postage and stationery | 6,581          | 6,339          |
|          | Rent, rates and Insurance        | 85,036         | 81,575         |
|          | Telephone                        | 1,210          | 5,324          |
|          |                                  | <u>111,843</u> | <u>137,219</u> |
| <b>5</b> | <b>Staff costs and numbers</b>   |                |                |
|          | Staff remuneration               | 206,165        | 249,500        |
|          | Employers National Insurance     | 400            | 3,604          |
|          |                                  | <u>206,565</u> | <u>253,104</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

|                            | No. (2021) | No. (2020) |
|----------------------------|------------|------------|
| Charity Manager            | 1          | 1          |
| Teaching staff             | 16         | 16         |
| Coordinators               | 2          | 2          |
| Lunchtime/snack assistants | 2          | 2          |
| Admin staff                | 3          | 2          |
| Youth workers              | 0          | 0          |
| Cleaning staff             | 2          | 0          |
|                            | <u>26</u>  | <u>23</u>  |

All employees are paid less than £60,000.

## 6 Transactions involving Trustees or other related party

Mrs Z Khanom-Trustee:

(a) In the interest of the Charity, amount totalling £4,800 (2020: £1,374) was payable directly to relevant service providers by the Charity for Mrs Z Khanom's childcare and domestic assistance, educational fees (for dependent children), travel and other costs. For the avoidance of doubt, the Charity contracts with and pays the relevant service providers directly.

(b) Mrs Z Khanom was paid an amount of £6,206.97 (2020: £14,246.70) as wages.

(c) An amount of £835.92 (2020: £462) was paid to non-dependent related parties.

(d) The Charity directly sponsored a non-dependent related party of Mrs Z Khanom an amount of £9,000 (2020: £9,000).

## 7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118

## 8 Tangible fixed assets

|                       | Fixtures<br>&<br>Equipment<br>£ |
|-----------------------|---------------------------------|
| <b>Cost</b>           |                                 |
| At 1 August 2020      | 54,222                          |
| Additions             | -                               |
| At 31 July 2021       | <u>54,222</u>                   |
| <b>Depreciation</b>   |                                 |
| At 1 August 2020      | 54,222                          |
| Charge for the year   | -                               |
| At 31 July 2021       | <u>54,222</u>                   |
| <b>Net book value</b> |                                 |
| At 31 July 2021       | -                               |
| At 31 July 2020       | <u>-</u>                        |

All the company's fixed assets are used to support charitable activities.

## 9 Investments: Property

|                                        |                |
|----------------------------------------|----------------|
| Market value as at 1 August 2020       | 240,620        |
| Additions at cost                      | 129,994        |
| Disposals                              | -              |
| Unrealised gain/(loss)                 | -              |
| <b>Market value as at 31 July 2021</b> | <b>370,614</b> |
| <i>Historical cost</i>                 | <i>370,614</i> |

*The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2021.*

| 10 Debtors      | 2021<br>£      | 2020<br>£      |
|-----------------|----------------|----------------|
| Fees receivable | 195,100        | 199,016        |
| Other debtors   | 13,715         | -              |
|                 | <u>208,815</u> | <u>199,016</u> |

| 11 Creditors: amounts falling due within one year | 2021<br>£      | 2020<br>£      |
|---------------------------------------------------|----------------|----------------|
| Suppliers                                         | 29,102         | 20,291         |
| Other taxes and social security costs             | 10,116         | 18,843         |
| Accruals and deferred income                      | 164,049        | 158,705        |
| Other creditors                                   | 42,624         | 34,208         |
|                                                   | <u>245,891</u> | <u>232,047</u> |

| 12 Movement in funds | At<br>01/08/2020<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | At<br>31/07/2021<br>£ |
|----------------------|-----------------------|----------------------------|----------------------------|----------------|-----------------------|
| Unrestricted funds   | 398,293               | 550,245                    | (399,402)                  | -              | 549,135               |
| <b>Total funds</b>   | <u>398,293</u>        | <u>550,245</u>             | <u>(399,402)</u>           | <u>-</u>       | <u>549,135</u>        |

## 13 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00

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# Accounts

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Registered company number  
6366283

Registered charity number  
1149470

**Headstart Education Centre**

(A company limited by guarantee)

Trustees' Report and Financial Statements

for the Year ended 31 July 2020

**Headstart Education Centre**  
**Report and financial statements**  
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**Headstart Education Centre**  
**Legal and Administrative Information**

|                                                  |                                                                                                                          |                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>Charity name</b>                              | Headstart Education Centre                                                                                               |                             |
| <b>Charity registration number</b>               | 1149470                                                                                                                  |                             |
| <b>Company registration number</b>               | 6366283                                                                                                                  |                             |
| <b>Registered Office and operational address</b> | Unit 2 Church Road Studio<br>56-62 Church Road<br>London<br>E12 6AF                                                      |                             |
| <b>Directors and Trustees</b>                    | Mr K D Attan<br>Mrs Z Khanom<br>Mr M Ravat                                                                               | Chairman<br>Charity Manager |
| <b>Independent Examiner</b>                      | Mr Naveed Sharif FCCA<br>TSP Professional Services<br>1B Highview Parade<br>Redbridge Lane East<br>Ilford Essex, IG4 5ER |                             |
| <b>Bankers</b>                                   | HSBC<br>118 High Street North<br>East Ham<br>London<br>E6 2HX                                                            |                             |

## **Headstart Education Centre**

### **Trustees's Report**

The trustees, who are also directors for the purposes of company law, present the annual report and the audited financial statements of the organisation for the year ended 31 July 2020 which have been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (revised 2015) and the Companies Act 2006.

### **Structure, Governance And Management**

The organisation is a charitable company limited by guarantee, incorporated on 11 September 2007 and registered as a charity on 25 October 2012. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association.

The trustees have reviewed the major strategic, business and operational risks faced by the charity and have sought to mitigate these by setting up appropriate policies and procedures for all stakeholders.

### **Risk management**

The trustees have a risk management strategy which comprises:

An annual review of the principal risks and uncertainties that the charity faces. This includes assessing the key success factors, critical dependencies, constraint factors and key milestones and performance indicators for the major changes encompassed in our strategy, and an analysis of the highest impact risks to which Headstart is exposed

The establishment of policies, systems and procedures to mitigate risks

Strategic and operational plans and an annual budget, and progress reporting against plans and budget

The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

The trustees have identified that the major risks are related principally to the risk of a major fire/flood/building related incident, exposure to a major safeguarding or data privacy incident, and long term financial sustainability. The Trustees have sought to mitigate risk where possible, particularly relating to ensuring that the organisation has access to appropriate governance, professional expertise and management capability, and that there are plans for and investment in achieving financial sustainability.

On this basis the Trustees are satisfied that all material risks are managed effectively, and that the charity will be funded adequately for the foreseeable future.

### **Public benefit statement**

The trustees confirm that they have complied with the duty in Section 17 of The Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity.

The charity's charitable purpose is detailed in its objects, which are to advance education by providing accessible educational services in accordance with the principles of Islam, in particular but not exclusively, focusing on Muslim children's educational needs especially to those educated otherwise than in state schools.

Delivery of the public benefit is achieved by the direct provision of education through the Headstart Education Centre as well through other institutions as may be beneficial.

### **Recruitment and appointment of trustees**

The directors of the company are also its trustees for the purpose of charity law and throughout this report are collectively referred to as trustees. The Board of Trustees is responsible for the overall governance of the charity. There are currently 3 trustees who have or have had their children studying at Headstart and thus have a strong attachment to the charity.

New trustees are recruited by the majority approval or selection of the existing trustees as stipulated in the governing document of the charity.

## **Financial summary**

The Surplus for the year is £97,128 (2019: £68,551). As at 31 July 2020, the reserves stood at £389,817.

The charity did not make any surplus on its core charitable activity: Education, which is subsidised to make it affordable for the beneficiaries in line with the charity's ethos.

## **Reserves Policy**

The Trustees review on a regular basis the charity's development and operational plans, future funding needs and its overall resilience and financial stability in light of its ability to meet its charitable objectives for the foreseeable future (usually a period upto 3 years).

The Trustees' consideration takes into account the major risks to the organisation – see Risk Management above. Additionally, the Trustees consider the need to ensure viability of the charity beyond the immediate future, absorb setbacks and be able to take advantage of opportunities and new initiatives.

## **Our aims and objectives**

The objects of the Charity are to: ADVANCE EDUCATION BY PROVIDING ACCESSIBLE EDUCATIONAL SERVICES IN ACCORDANCE WITH THE PRINCIPLES OF ISLAM, IN PARTICULAR BUT NOT EXCLUSIVELY, FOCUSING ON MUSLIM CHILDREN'S EDUCATIONAL NEEDS.

We aim, through our Early Years and Primary Years Home Education provision (out of school setting) to provide a high standard of support in the care and education of boys and girls from the ages of 6 months to 17 years. We have developed the centre to provide an environment that suites families who have chosen to educate their children otherwise than at school. We support the development of our children's' abilities, understanding and life skills by engaging them in academic, social and physical play. We provide an environment where each child is provided help and support to fulfil his or her potential, build self-confidence and develop a desire to contribute to the wider community. In so doing, we help our children for the opportunities, responsibilities and experience of later life.

Our centre is medium in size; approximately 79 students in the Early Years department and 28 in the Reception at any one time. As space permits more children can be enrolled. Headstart Education Centre is registered with Ofsted on the compulsory and voluntary childcare registers in addition to the Early years register. The Early years department follows the EYFS curriculum. Our Primary Years is a part-time provision not intended to provide all or significantly all of a child's education; however, we aim to utilise the National curriculum for delivery of core subjects of: Literacy, Numeracy, Science and Computing. As a centre for the care and education of children we operate part-time hours in our primary department to complement home-schooling. This does not mean that the child cannot be registered part-time in a school or other institution in parallel to Headstart, during days and times the child is not attending with us. The centre's registered childcare operating hours are 7.30am-7.00pm, Monday – Friday however the primary department operates from 8.50am-1.15pm Monday to Thursday. We aim to provide half term breaks in line with the local authority where possible to enable home educated children to share time with family and friends who are not home educated. Our smaller group sizes enable us to provide a more intimate setting where children can develop a sense of community and family.

## **Our objectives**

Our key objectives for the year included:

- To enhance and improve the educational support provided to pupils;
- To provide childcare for more babies;
- To increase pupil numbers in both early years & primary years;
- To maintain small class sizes.
- To continue to improve & expand the site where the centre is based;
- To access training to improve good teaching and learning practices;
- To make home education fun for children

## **Access policy**

It is our intention to make Headstart Education Centre genuinely accessible to children and families from all sections of the local community. In order to accomplish this we will:

- Ensure that the existence of the Centre is widely known throughout the local community by means of advertising including banners and leafleting.
- Help keep fees low by offering subsidised fees for families in need
- Offering sponsorship of children's care and education to some families
- Provide advice to families regarding additional support for childcare fees, where possible (ie Tax Credits, Universal Credit, 2 year old grants and tax free childcare)
- Ensure that information about our Centre is accessible.
- Arrange our waiting list in order of date of application and date of birth (Priority will be given to siblings of children already attending Headstart Education Centre and children of Headstart key staff as per our admissions policy)
- Describe the Centre and its practices in terms which make it clear that it welcomes all people irrespective of ethnic, religious and social groups, with and without special needs.
- Ask parents for documents for identification purposes:
- Arrange for fundraising opportunities.

The Centre should ensure that no child is excluded or disadvantaged because of ethnicity, religion, culture, family background, disability, gender or protected characteristic.

## **Review of activities and achievements**

### **Pupil numbers and fees**

Our educational activities are carried out through our Early Years & Primary Years departments. During the year 2019/20 we had the following number of students:

**Under 2yr: 4**

**EY (2yr olds): 30**

**EY (3/4yr olds):82 (AM + PM)**

**Year R: 25**

**Year 1: 22**

**Year 2: 12**

**Year 3: 18**

**Year 4: 11**

**Year 5: 10**

**Year 6: 14**

We aim to keep our fees as low as possible to enable our Centre to be accessible to all members of the community.

Our Fees are for September to July, but we ask parents to spread payments over 12 months. Our full fees for 2019/20 were:

Primary Years & Reception home-education (non-subsidised): £3800.00 per annum

Reception (15 hours non-subsidised): £2594.00 per annum

3-4yr olds Reception or EY (non-subsidised 30hrs) £5856.00 per annum

3-4yr olds Reception or EY (with grant): Free + £76 per year snack fees

2-4 year olds (non-grant): £2928 per annum

Additional hours: £8/hr (non-grant 2yr olds), £5.20/hr (non-grant 3-4 yr olds)

2 year olds (with grant): Free + £76 per year snack fee

The maximum subsidised fee we offer students in 2019/20 were:

Primary Years & Reception £1992.00 per annum

Reception: £1392.00 per annum

Sponsorship of children: Free

Discounted fees: Varies

In addition to fees we charge a one off admission fee of £190.00, for non-grant students.  
Our centre also reserves the right to hold a deposit to help maintain the notice period policy should a child leave.

We have sponsored **8 children** this year 2019/20. We offer this based on the family's financial needs or students' academic capability; we can offer up-to 100% sponsorship of a child's care and education and also consider bursaries for higher education for young adults and aspiring staff

### **Academic**

Headstart has kept the change made couple of years ago, where the assessments moved to all levels of the education system, it was necessary for HSEC to impose changes of our own in order to help better align our teaching and learning with the standard expectations of the rest of the nation.

To that end, we have moved away from the old SATS system of levels and adopted the 'Three Es' approach. Children tested at the end of Key Stage 1 and Key Stage 2, were assessed in accordance with the newest criteria and graded as follows:

**Emerging:** Child is still working towards achieving most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score under 100).

**Expected:** Child has generally met most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score of at least 100).

**Exceeding:** Child has met and/or surpassed most or all learning objectives, success criteria and performance expectations for a child in this academic year (SATS Scaled Score *ideally* at 110 or above, though teacher judgement also factors in).

DfE's Key Stage 1 and Key Stage 2 specifications eliminate Science from the official testing phase. Key Stage 2 sampling tests are only administered to a handful of students nationally.

HSEC has used a commercially available, unofficial SATS papers as blueprints for our internal Key Stage 2 Science SATS. All other papers have been based on the official 2019 papers. No Keys Stage 1 Science SATS were administered. Due to the unforeseen circumstances this year our teachers had to adopt a new way of assessing learning and this was done online via zoom.

As a home education support Centre, Parents are able to opt out of SATs testing for their children should they choose.

Below are the results of the previous year's results and this year's results (2019-20)- This year, 3 students from Year 2 opted out of the internal SATS Assessments.

### **Reception ELG 2019- 2020:**

| Scores                                          | Student NO | Communication and language | Physical Development | Personal, Social and Emotional Development | Literacy | Mathematics | Understanding the World | Expressive Arts & Design |
|-------------------------------------------------|------------|----------------------------|----------------------|--------------------------------------------|----------|-------------|-------------------------|--------------------------|
| 3 (Exceeding)                                   | 25         | 80%                        | 15%                  | 8%                                         | 3%       | 10%         | 3%                      | 20%                      |
| 2 (Expected)                                    | 25         | 20%                        | 85%                  | 92%                                        | 95%      | 90%         | 96%                     | 80%                      |
| 1 (Emerging)                                    | 25         | 0%                         | 0%                   | 0%                                         | 2%       | 0%          | 0%                      | 0%                       |
| A (Unable to assess or where exemption applies) | 25         | 0%                         | 0%                   | 0%                                         | 0%       | 0%          | 0%                      | 0%                       |

#### Year 6 SATS

|                 | Student No | Reading/<br>SPAG | Student No | Writing | Student No | Numeracy |
|-----------------|------------|------------------|------------|---------|------------|----------|
| 2012 Level 4B   | 3          | 100%             | 3          | 100%    | 12         | 100%     |
| 2013 Level 4B   | 6          | 83%              | 6          | 50%     | 6          | 83%      |
| 2014 Level 4B   | 12         | 92%              | 12         | 92%     | 12         | 92%      |
| 2015 Level 4    | 10         | 100%             | 9          | 90%     | 9          | 90%      |
| 2016 Level 4    | 11         | 100%             | 11         | 100%    | 11         | 82%      |
| 2017 Level 4    | 13         | 85%              | 13         | 46%     | 13         | 69%      |
| 2018 Level 4    | 5          | 100%             | 5          | 100%    | 5          | 100%     |
| 2019/20 Level 4 | 14         | 71%              | 14         | 71%     | 14         | 86%      |

#### Year 2 SATS

|           | Student No | SPAG | Student No | Writing | Student No | Numeracy |
|-----------|------------|------|------------|---------|------------|----------|
| 2016-2017 | 14         | 50%  | 14         | 50%     | 14         | 57%      |
| 2018-2019 | 16         | 56%  | 16         | 44%     | 16         | 63%      |
| 2019-20   | 9          | 100% | 9          | 100%    | 9          | 100%     |

#### **Co-curricular activities**

In the home education support section we cover the core subjects although we do not have some coverage of other subjects through integration within our core subjects (Literacy, Numeracy, Science and Computing). Due to our part time hours this is not always possible and not our intention to provide all or significantly all of a child's education at Headstart. Parents are made aware from the outset that our Centre is not a school but is a provider of support to the education of children who do not attend school. Due to the high level of demand we also provide Arabic and Islamic studies to all pupils as separate sessions within our hours on certain days.

The Early years follows all aspects of the EYFS.

#### **Trips and Projects**

##### ***Primary Years Department:***

At Headstart Education Centre, trips are valuable experiences which challenge children through means that are not always available in a classroom setting. Approximately once every half term, pupils are taken on trips affording them hands-on experiences, bringing to life dry facts and, hopefully, enhancing their knowledge and understanding of literature, mathematics, science, religions, and the world more generally. Experiential learning must remain an integral part of our learning style and we aim to plan our outings in such a way that they reflect and augment the learning expectations within the classroom. Visits and trips are designed and/or chosen to build upon childrens' prior knowledge, help them acquire new skills, improve and facilitate social interaction with members of the wider public world and of course for fun and play!

Not only do our children create fond memories to help them in later life, but they experience learning within both real and unexpected contexts. Headstart children have had the opportunity to visit a variety of places as part of trips and outings at the beginning of the year. Below is a brief summary of a selection of this year's trips and *Piety Points* trips (which once more proved to be an entertaining and competitive affair which is organised for their enjoyment and reward good behaviour).

##### **Warhorse Theatre:**

As a part of the book study of 'War Horse' the year 5 and 6 had the opportunity to attend the prestigious theatre show of 'war horse'. The on-stage events are specifically designed to unlock the extraordinary creative learning opportunities of *War Horse* and allows the children to see what they are reading come to life. This proved to be an amazing trip for our children who couldn't stop talking about it for weeks after!

##### **The Natural History Muesum:**

The yr 3 and 4 students participated in a workshop called the 'Cutting Edge'. This interactive workshop looked at how teeth shape and position relates to function and diet. Pupils used mirrors to look at and identify their own teeth and considered how they used the different types of teeth for eating. They also handled, observed and compared a variety of herbivore, carnivore and omnivore animal skulls, identifying the different shapes of teeth. They used their observations to apply and develop their scientific knowledge and understanding of teeth and the different diets of animals.

Yr 1 and 2 students also went on a visit to the NHM. Pupils were provided with hats, binoculars and notebooks and they take on the role of explorers. The activities encouraged scientific enquiry and observation while also appealing to students' imagination and sense of adventure.

## **Piety Points: KidSpace**

Our *ajar* system continues to prove an effective strategy to promote positive behaviour. Our staff are very diligent in rewarding children where rewards are due, and we are always pleased to recognise our children for their *adaab*, *akhlaaq*, and general behaviour and etiquette. We had one piety trip this year to Kidspace

Unfortunately due to the unforeseen circumstance of corona Virus, our children were unable to go on a number of trips we had hoped for. Our staff have tried to involve many interactive sessions as possible to enhance their experiences, one being the assembly done by the Duchess of Cambridge through Oak Academy on mental health and wellbeing.

## **Development of Reading and Phonics:**

This year was an undoubted success in the development of reading within the Centre. Our aim was to try and find ways of helping tutors to become more confident and skilled at inspiring their students to decode and segment words to read better. One way of doing this was to train and provide tutors with different strategies, approaches and methods to developing phonics, such as modelling, using action, making the correct sounds and a variety of resources that developed tutor's confidence in teaching and delivering phonics sessions and made them more reflective about their practice. The lockdown has enabled teachers to research and adapt their planning gearing it to students via online application: Zoom. The teachers have used visual and interactive resources to tap into the children's love of reading.

## **New Library:**

Before the lockdown, parents, staff and students raised funds through our food sale for a new library for our students at the centre. We now have a lovely library with new books ready for our next academic year.

## **Development of Writing:**

We select appropriate writing materials that help tutors plan and stimulate learning, such as 'writing guides'. This helped tutors structure their lessons and develop their understanding of each writing genre, which they were then able to reflect back to the children. The interactive CD-ROM provided hands on, practical, activities that stimulated and made each writing session enjoyable.

We feel that writing should have a genuine purpose that responds to real life issues and situations to help pupils feel more engaged. Therefore we incorporated simple project weeks, such as crisis around the world, letter writing, persuasive writing, etc. These created emotions and empathy which stimulated good writing. All these above factors and more, had a great impact on children's overall performance, which resulted in the SAT's results please see above. This year we have acquired the updated Collins literacy curriculum for our students. This will cement their foundations in writing and boost their skills and development in writing and their language.

## **Science**

Hands-on resources were used in different science units where practical activities and detailed exploration of topics were required. Tutors were successful in catering for learners who engage well with visuals and hands-on learning. Pupils have conducted exciting experiments to develop their skills in enquiry, decision-making, problem-solving and self-evaluation. Reflection, more generally, has been a key learning focus for staff and children alike this year.

## **Computing**

This area has always been a focus for Headstart, we train our staff to ensure they are competent in the computing curriculum. Every lesson carefully matched to curriculum objectives. Tutors follow ready-made lesson plans from Scholastic guides; this saves time with flexible ready-to-go resources. Tutors were able to stay on track with assessment tools and progress checks. The programme also engages children with inspirational activities.

## **COVID19**

This year has been testing for our staff; however everyone has persevered and showed great resilience during this unfortunate time. Staff have been the forefront of supporting children's learning both online and onsite for our vulnerable and keyworker children. As a result of remote learning online, our staff had to adapt new ways of teaching and assessing. It may have seemed challenging at times, yet the determination and selflessness of our tutors to ensure their students were learning and safe outweighed anything else.

It has enabled the senior leadership team to reflect on the importance of our students, parents and staffs' wellbeing. Leaders have been a supporting network for our staff who had concerns and worries of what the future will hold.

A thorough risk assessment has been completed along with the guidance from the local authority and Government for our centre. We are proud of our staff pulling together to ensure our centre meets the required standards to re-open.

## Continued Professional Development

HSEC PY has made a very concerted effort, this year, to better our classroom craft and general educational and pedagogical knowledge and skills to cater for home educated children. We have also adopted new online teaching skills needed to carry out remote learning for our students during the lockdown period. This involves setting homework via google classroom and having active session on zoom. To that end, we have been engaging in weekly CPD sessions designed around all of the core elements of teaching and pedagogy. Staff have been undergoing training sessions centred on the following before lockdown this year:

- Assessment for Learning
- Behaviour for Learning
- Curriculum/ subject Knowledge
- Differentiation/ Scaffolding
- Learning Objectives & Success Criteria
- Lesson Planning
- Supporting SEND Pupils
- Mental health and wellbeing

Though not an exhaustive list, we believe it is important that HSEC maintain a culture of improved learning through a marriage of managerial support and individual self-reflection. Our staff seem to have responded positively to these measures and, despite the litany of observations, book looks and learning walks this year, seem intent on improving their own practice and providing a better standard of education to home educated children.

Many of our PY staff members have enrolled into courses and we now have staff members who have completed their masters and diplomas in education and teaching. We have staff who will be continuing with their personal development into the early years department and attain QTS. We hope that this passion for learning not only continues to grow, but directly contributes to steering our pupils to becoming lifelong learners.

## Early Years Department

This year has been a very perplexing year for the early years due to Covid 19; it was a very successful one too. This year our three sessions AM, PM and 3 session with 15 minutes of Quran as optional sessions was a great success and increasing in numbers with a lot of hard work from management and staff.

This Year we had our Ofsted Inspection in October 2019 and they awarded us as a Strongly Good. Ofsted have noted that: *Staff and children have lovely relationship that children feel exceptionally safe and secure.* The Key person system is strongly embedded and staff spend a great deal of time to know their key children and their families.

Our baby and two-year olds settled in really well with the older children and it has been overall very positive. As our AM session is at full at capacity, we are still aiming to keep parental involvement as strong as the previous years and have managed this really well with effective feedback from parents.

This year intake of babies has increased and we have decided to locate back baby room for the babies in unit 2 from September 2019.

We have introduced a new physical area as part of our nursery which allows children to free flow in play in the setting; this has been relocated to Unit 7 to provide children more space for physical activities.

This year we have increased a new book area in unit 3 because the children need to investigate their interests, independently explore and make sense of the world around them.

We are also running our morning breakfast club only for the Early Years children under the age of 5 years only

We are always updating and working with our Early years advisor and continue to work on our new target

We worked alongside with the Primary Years to ensure transition for the children is easy should parents wish to home educate their children within Headstart. We also work with local schools should parents decide to send their child to school, we believe this will lead to a significant improvement in the children. In our Reception group the majority of the children met their targets at the end of the year, with a few exceeding their levels going into the above average sector.

This year we have assessed children to find any gaps early and we have ensured that staff recognise each child's ability and to aim our best to achieve their full potential especially in reading and phonic areas as we have revised our phonic and reading assessment for Reception class. We have placed progress tracker assessment for early years and new procedure for baby and two years olds.

This Year we were given the opportunity to take part with Sheringham School in the Forest School scheme for Early Years and Reception children.

This year we were given the opportunity to take part with Sheringham School in Manor Park Talk project for Early Years and Reception. We attended all the training and provided feedback that helps us to put it in area to improvement.

This year we will start with a good number of children. Our aim for 2020/21 is to facilitate more children in our setting. We are running the 30 free hours giving parents the flexibility to choose the hours and allow the optional lunch. This will ensure that all our spaces are filled.

Our Early years setting was chosen randomly by ITERS group for observation where a group of observers came in our setting for a day. They provided feedback on areas we did very well and areas that need improvement.

Our Early Years setting was also chosen as part of the Safeguarding Moderation this year from 25% of the borough.

This year our Early Years and Reception Team worked closely to LA SENCO. We have the opportunity to refer children to early help. This helped children to be identified sooner if any needs needed attention.

We have started with rolling snacks system in our early years and worked really well and we have a good feedback from LA.

We are continuing our termly trips in the nursery with parent's support, thus allowing us to take along our youngest children. Our reception staff will continue in taking children out using public transport.

#### **Cookies Island Indoor Play Centre:**

We took our early year and Reception children to Cookie's Island indoor play centre. This trip will help develop children's Physical development and it will link in to other areas of learning that young children need. The children enjoyed playing freely with equipment and exploring with climbing equipment and obstacles and playing in the soft play area. We travelled by bus which the children were excited about it. Children also enjoyed having lunch in a designated area which was child friendly.

#### **Discover Centre:**

The Reception children made their way to discover and partook in a story telling session. Both children and staff had the opportunity to build and create stories together; this was guided by the exploratory play spaces and immersive garden. Reception class crept through the cave jumped over the alligators and discovered hidden gems. It really got the children thinking and creating stories imaginatively

#### **Museum of Brands:**

Children will be taking part in an interactive workshop, they will look at the environmentalism at its centre, and the one hour session will help students to explore historic and contemporary packaging created by different favourite brands, before investigating alternatives to single-use plastics and high waste levels. Students will have the opportunity to design their own products looking towards the future with sustainability as their focus. We enjoyed travelling by train and bus.

#### **Community Helpers**

We welcomed community helpers to visit our doctor i.e. safety road crossing patrol lady came to discuss road safety and crossing, police officers and a nurse who demonstrated an interactive session about what they do for the community. This helped children expand on their learning in the terms topic 'people who help us'.

#### **Culture Day / Book Day**

We have two days where children, staff and parents take part and have the opportunity to dress up and learn about different cultures and faith. On the world book day children come dressed in their favourite book character and had the chance to talk about it to their class/ friend.

#### **Science Museum:**

We were learning about transportation. Therefore we took our Reception class to the Science museum, where they had a chance to look at different vehicles from different generations as well some of the future technology. They also had a chance to interact with digital games and had a chance to explore science museum garden area. . We enjoyed travelling by train and bus.

#### **Fire Station:**

It's important to talk through with children what to do if there's a fire - don't avoid it for fear of frightening them. Children need to know how to react, as there may not be an adult around to tell them what to do if a fire happens. To learn more about how to keep ourselves safe when there is a fire we are taking them to the fire station.

## **COMMUNITY SERVICES**

### **Fundraising**

At the centre we hold many fundraising events throughout the year. Often raising funds for our own centre but also for other causes. The children, as well as the parents, are encouraged to participate in these events. The half termly food sales are very popular with generous donations of food for sale being brought in by both parents and staff and children also helping to bake for the sales. This year we held a total of 2 food sales.

Parents, Children and staff have also donated generously this year for the UWT Uighuir project during Ramadhan. We are proud to say that we raised approximately £16,000 in total that will help refugee families.

### **Other Organisations**

Our centre is based in an accessible high-profile part of the community. We let out our venue at a low price to other community based projects. Presently we have a madrasah, Arabic classes, a tuition group and a martial arts organisation that run separately from us by hiring our venue. This helps provide revenue to our organisation in keeping the expenses manageable, and provides accessible facilities to families and children in the community. These organisations are independent and NOT governed or affiliated to Headstart.

### **Training**

#### *Primary Years Department:*

At the beginning of each academic year, the induction and introductory training are delivered to staff. This is to ensure that staffs (teaching and non-teaching) are acquainted with the centre's policies and procedures. On the other hand, staff are sent to external training related to children's learning and understanding. Tutors would then deliver a session back on site so that all staff can collectively be trained up in new or improved skills. All staff are fire and safeguarding trained.

Staff are supported by the members of the management through regular observations, guidance, feedback and support. Teaching and non-teaching staff are provided with appropriate and adequate materials for effective performance of tasks, along with academic and teaching skills courses on line such reading materials found on the DFE website, You-tube clips on outstanding teaching methods. This year we held mentoring sessions for staff to support and provide guidance. Many staff used that time to discuss about areas of improvements and how we can find a solution.

Staff are also provided with training on fire risk assessment, first aid, child protection, prevent duty and safeguarding.

Not being a school, Headstart does not have automatic access to training provided by schools funded by the government, therefore our staff and management team spend time to further their own knowledge and skills around good practice which would be suited to our specific type of provision.

#### *Early Years Department*

We support our practitioners on a regular basis by sending them on regular trainings with the local council and also providing in house training based on how to extend children's learning and development according to the children's needs.

Staffs are supported by management through regular observations, guidance, feedback and support. At the beginning of each academic year, we delivered a training to staff induction and introductory. This is to ensure that staffs are acquainted with the centre's policies and procedures. All staff is fire and safeguarding trained.

We take on work placement students who are mentored by our manager and supported by our staff. They learn all aspects of a practitioner's role. The pupils are encouraged to support children in their play, language and communication skills through different activities. They are provided with guidance and support to complete important observations.

## **FUTURE PLANS**

All our tutoring staff now have their own work laptops, although the setting up of server VPN intranet is yet to be established for all staff. Steps are still in progress to move away from drop box. We hope to ensure all staff have access to the server on site. Internet connection is still proving unstable despite having direct internet cabling from all units to ensure the connection to all units is good but this is still an on-going issue we hope can be resolved.

Having administered remote learning as well as the SATs testing online this year due to Covid lockdown we expect the teaching and learning for 2021 SATs to run smoothly.

We took the lockdown opportunity with children not being on site to have units 2, 3 and 6 painted. We have also moved our main office which is now based in unit 3. We will utilise unit 7 for additional play space for under 5's thereby increasing the child capacity in the nursery by way of extra floor space next year. We hope this will enable us to offer more space for local children and the community at large. Some physical play toys were stored in unit 7 for children of both EY and PY following the building of a resource cupboard.

### **Statement of Trustees' Responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as we are aware:

- There is no relevant information of which the charitable company's examiner is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

In preparing the Trustees Report, the Trustees' have taken advantage of the exemption available to small companies and have not prepared a strategic report.

Approved by the Board on 30 May 2021 and signed on their behalf by:

*Khalil Attan*

K D Attan

Chairman

## **Independent Examiner's Report To The Trustees of**

### **Headstart Education Centre**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 July 2020.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Naveed Sharif*

.....  
30 May 2021

Name: Naveed Sharif FCCA  
Professional Body: Association of Chartered Certified Accountants  
Address: TSP Professional Services  
1B Highview Parade, Redbridge Lane East, Ilford, Essex, IG4 5ER

**Headstart Education Centre**  
**Statement of Financial Activities**  
**Including Income & Expenditure Account**  
**for the year ended 31 July 2020**

|                                    | <b>Notes</b> | <b>Unrestricted<br/>Funds<br/>2020<br/>£</b> | <b>Restricted<br/>Funds<br/>2020<br/>£</b> | <b>Total<br/>Funds<br/>2020<br/>£</b> | <b>Total<br/>Funds<br/>2019<br/>£</b> |
|------------------------------------|--------------|----------------------------------------------|--------------------------------------------|---------------------------------------|---------------------------------------|
| <b>Income and endowments from:</b> |              |                                              |                                            |                                       |                                       |
| Donations and grants               |              | 742                                          |                                            | 742                                   | 553                                   |
| Charitable activities              |              |                                              |                                            |                                       |                                       |
| Fees, including NEG                |              | 460,501                                      |                                            | 460,501                               | 510,275                               |
| Fundraising events                 |              | 6,397                                        |                                            | 6,397                                 | 5,780                                 |
| Other Income                       | 2            | 54,717                                       |                                            | 54,717                                | 42,934                                |
| <b>Total income</b>                |              | <b>522,356</b>                               |                                            | <b>522,356</b>                        | <b>559,542</b>                        |
| <b>Expenditure on:</b>             |              |                                              |                                            |                                       |                                       |
| Charitable activities:             | 3            | 288,010                                      |                                            | 288,010                               | 296,384                               |
| Other costs                        | 4            | 137,219                                      |                                            | 137,219                               | 194,607                               |
| <b>Total expenditure</b>           |              | <b>425,229</b>                               |                                            | <b>425,229</b>                        | <b>490,991</b>                        |
| <b>Net income/expenditure</b>      |              | <b>97,128</b>                                |                                            | <b>97,128</b>                         | <b>68,551</b>                         |
| Transfers between funds            |              | -                                            |                                            | -                                     | -                                     |
| <b>Reconciliation of funds</b>     |              |                                              |                                            |                                       |                                       |
| Total funds brought forward        |              | 292,689                                      |                                            | 292,689                               | 224,138                               |
| <b>Total funds carried forward</b> |              | <b>389,817</b>                               |                                            | <b>389,817</b>                        | <b>292,689</b>                        |

**Headstart Education Centre**  
**Balance Sheet**  
**as at 31 July 2020**

|                                                       | Notes | 2020<br>£      | 2019<br>£      |
|-------------------------------------------------------|-------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |
| Tangible assets                                       | 8     | -              | 6,681          |
| Investments                                           | 9     | 240,620        | 90,296         |
|                                                       |       | <u>240,620</u> | <u>96,977</u>  |
| <b>Current assets</b>                                 |       |                |                |
| Debtors                                               | 10    | 190,790        | 35,194         |
| Cash at bank and in hand                              |       | <u>190,703</u> | <u>238,214</u> |
|                                                       |       | 381,493        | 273,408        |
| <b>Creditors: amounts falling due within one year</b> | 11    | (232,297)      | (77,696)       |
| <b>Net current assets</b>                             |       | <u>149,197</u> | <u>195,712</u> |
| <b>Net total assets</b>                               |       | <u>389,817</u> | <u>292,689</u> |
| <b>Charity funds</b>                                  |       |                |                |
| Unrestricted funds                                    | 12    | 389,817        | 292,689        |
| Restricted funds                                      | 12    | <u>-</u>       | <u>-</u>       |
| <b>Total charity funds</b>                            |       | <u>389,817</u> | <u>292,689</u> |

The trustees, who are also the directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees/directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board of the Trustees on 30 May 2021 and were signed below on its behalf by:

*Khalil Attan*

.....

K D Attan

Chairman

**Headstart Education Centre**  
**Notes to the Accounts**  
**for the year ended 31 July 2020**

**1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

***Accounting convention***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2016) - (Charities SORP (FRS102)), and the Companies Act 2006.

Headstart Education Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). These financial statements have been drawn up in the historical accounting basis.

**Critical accounting judgements and estimates**

In preparing these financial statements, management has made judgements, estimates and assumptions that affect the application of the charities accounting policies and the reported assets, liabilities, income and expenditure and the disclosures made in the financial statements. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**Preparation of accounts on a going concern basis**

The trustees consider there are no material uncertainties about the Charity's ability to continue as a going concern. The review of our financial position, reserves levels and future plans gives Trustees confidence the charity remains a going concern for the foreseeable future.

**Income recognition**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Expenditure**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments, including trade and other debtors and creditors are initially recognised at transaction value and subsequently measured at their settlement value.

**Trade debtors**

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**Fund Accounting: Funds held by the charity are:**

**Unrestricted funds:** These are general funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds:** These are funds subject to specific trusts generally declared by the donor or funds raised for a specific purpose.

**Leasing**

Rentals payable are charged on a time basis over the term of the lease.

| 2 | Other Income                                          | 2020           | 2019           |
|---|-------------------------------------------------------|----------------|----------------|
|   |                                                       | £              | £              |
|   | Creche                                                | 18,123         | 2,953          |
|   | Investment Income                                     | 6,188          | 1,125          |
|   | Re-imbursements                                       | 10,419         | 5,720          |
|   | Snack In sales                                        | -              | 2,480          |
|   | Venue hire                                            | 19,988         | 30,655         |
|   |                                                       | <u>54,717</u>  | <u>42,934</u>  |
|   |                                                       |                |                |
| 3 | Charitable activities                                 |                |                |
|   |                                                       |                |                |
|   | Childrens refreshments                                | 8,380          | 5,359          |
|   | Donations and sponsorships                            | 11,599         | 10,170         |
|   | Educational resources                                 | 11,383         | 6,514          |
|   | Educational resources - Restricted      Khadija grant | -              | -              |
|   | Fund raising events                                   |                | 1,812          |
|   | Staff costs                                           | 256,388        | 265,293        |
|   | Staff costs Restricted      Khadija grant             |                | -              |
|   | Trips and outings                                     | 262            | 7,236          |
|   |                                                       | <u>288,010</u> | <u>296,384</u> |
|   |                                                       |                |                |
| 4 | Other costs                                           |                |                |
|   |                                                       |                |                |
|   | Advertising                                           | 500            | 1,129          |
|   | Bank charges                                          | 847            | 804            |
|   | Cleaning                                              | 1,119          | 1,297          |
|   | Depreciation                                          | 7,456          | 17,775         |
|   | IT and Internet expenses                              | 550            | 1,209          |
|   | Legal and Professional fees                           | 2,510          | 11,808         |
|   | Light and Heat                                        | 6,839          | 8,140          |
|   | Premises maintenance costs                            | 24,160         | 8,774          |
|   | Printing, postage and stationery                      | 6,339          | 2,185          |
|   | Rent, rates and Insurance                             | 81,575         | 140,114        |
|   | Telephone                                             | 5,324          | 1,372          |
|   |                                                       | <u>137,219</u> | <u>194,607</u> |
|   |                                                       |                |                |
| 5 | Staff costs and numbers                               |                |                |
|   |                                                       |                |                |
|   | Staff remuneration                                    | 249,500        | 251,115        |
|   | Employers National Insurance                          | 3,604          | 2,962          |
|   |                                                       | <u>253,104</u> | <u>254,077</u> |

In aggregate the average number of full and part time persons employed during the year was as follows:

|                            | No        | No        |
|----------------------------|-----------|-----------|
| Charity Manager            | 1         | 1         |
| Teaching staff             | 16        | 20        |
| Coordinators               | 2         | 2         |
| Lunchtime/snack assistants | 2         | 2         |
| Admin staff                | 2         | 1         |
| Youth workers              | 0         | 0         |
| Cleaning staff             | 0         | 2         |
|                            | <u>23</u> | <u>28</u> |

All employees are paid less than £60,000.

## 6 Transactions involving Trustees or other related party

Mrs Z Khanom-Trustee:

(a) In the interest of the Charity, amount totalling £1,374 (2019: £6,077) was payable directly to relevant service providers by the Charity for Mrs Z Khanom's childcare and domestic assistance, educational fees (for dependent children), travel and other costs. For the avoidance of doubt, the Charity contracts with and pays the relevant service providers directly.

(b) Mrs Z Khanom was paid an amount of £14,246.70 (2019: £6,192) as wages.

(c) An amount of £462 (2019: £Nil) was paid to a non-dependent related party as wages.

(d) The Charity directly sponsored a non-dependent related party of Mrs Z Khanom an amount of £9,000.

## 7 Taxation

As a registered charity, Headstart Education Centre is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

The charity is registered for Gift Aid with HM Revenue & Customs under reference number XT38118

## 8 Tangible fixed assets

|                       | Fixtures<br>&<br>Equipment<br>£ |
|-----------------------|---------------------------------|
| <b>Cost</b>           |                                 |
| At 1 August 2019      | 53,328                          |
| Additions             | 894                             |
| At 31 July 2020       | <u>54,222</u>                   |
| <b>Depreciation</b>   |                                 |
| At 1 August 2019      | 46,647                          |
| Charge for the year   | 7,575                           |
| At 31 July 2020       | <u>54,222</u>                   |
| <b>Net book value</b> |                                 |
| At 31 July 2020       | -                               |
| At 31 July 2019       | <u>6,681</u>                    |

All the company's fixed assets are used to support charitable activities.

## 9 Investments: Property

|                                        |                |
|----------------------------------------|----------------|
| Market value as at 1 August 2019       | 90,296         |
| Additions at cost                      | 150,324        |
| Disposals                              | -              |
| Unrealised gain/(loss)                 | -              |
| <b>Market value as at 31 July 2020</b> | <b>240,620</b> |
| <i>Historical cost</i>                 | 240,620        |

*The trustees are satisfied there has been no material movement in value between the date of acquisition and 31 July 2020.*

| 10 Debtors      | 2020<br>£      | 2019<br>£     |
|-----------------|----------------|---------------|
| Fees receivable | 190,790        | 9,379         |
| Other debtors   | -              | 25,815        |
|                 | <u>190,790</u> | <u>35,194</u> |

| 11 Creditors: amounts falling due within one year | 2020<br>£      | 2019<br>£     |
|---------------------------------------------------|----------------|---------------|
| Suppliers                                         | 20,291         | 28,785        |
| Other taxes and social security costs             | 18,843         | 505           |
| Accruals and deferred income                      | 158,705        | 1,000         |
| Other creditors                                   | 34,458         | 47,405        |
|                                                   | <u>232,297</u> | <u>77,696</u> |

| 12 Movement in funds | At<br>01/08/2019<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>£ | At<br>31/07/2020<br>£ |
|----------------------|-----------------------|----------------------------|----------------------------|----------------|-----------------------|
| Unrestricted funds   | 292,689               | 522,356                    | (425,229)                  | -              | 389,817               |
| <b>Total funds</b>   | <u>292,689</u>        | <u>522,356</u>             | <u>(425,229)</u>           | <u>-</u>       | <u>389,817</u>        |

## 13 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £10.00