

# POLISH SATURDAY SCHOOL IN CRAWLEY

England & Wales · Charity number 1163462

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2015-09-08

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

## Contact

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**Address** The Orchard  
1-2 Gleneagles Court  
Brighton Road  
Crawley  
West Sussex  
RH10 6AD

**Phone** 07468454262

**Email** [szkola@szkolawcrawley.org](mailto:szkola@szkolawcrawley.org)

**Website** [www.szkolawcrawley.org](http://www.szkolawcrawley.org)

## Activities

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**Objects:** TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT IN THE POLISH LANGUAGE, CULTURE, TRADITION AND HERITAGE WITH THE AIM THAT STUDENTS CAN BETTER INTEGRATE INTO THE LOCAL CULTURAL ENVIRONMENT AND BRITISH SOCIETY.

**Activities:** We teach Polish language following the National Curriculum for Polish Schools Abroad. Our school offers core curriculum support, language tuition and cultural activities and classes. Our main goal is to teach the Polish language and bring Polish culture and traditions closer to the children, focusing on improving their fluency and confidence in using Polish language.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin

## Geography

- **Area of benefit:** LOCAL
- Surrey
- West Sussex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£176,819	£181,019	-	-
2024-06-30	£120,603	£121,461	-	-
2023-06-30	£112,064	£113,135	-	-
2022-06-30	£102,657	£98,787	-	-
2021-06-30	£86,680	£88,498	-	-

## Trustees

Name	Role	Appointed
Andrzej Skulski		2017-09-30
Tomasz Sokolowski		2022-09-01
Zaneta Tofil		2016-01-09

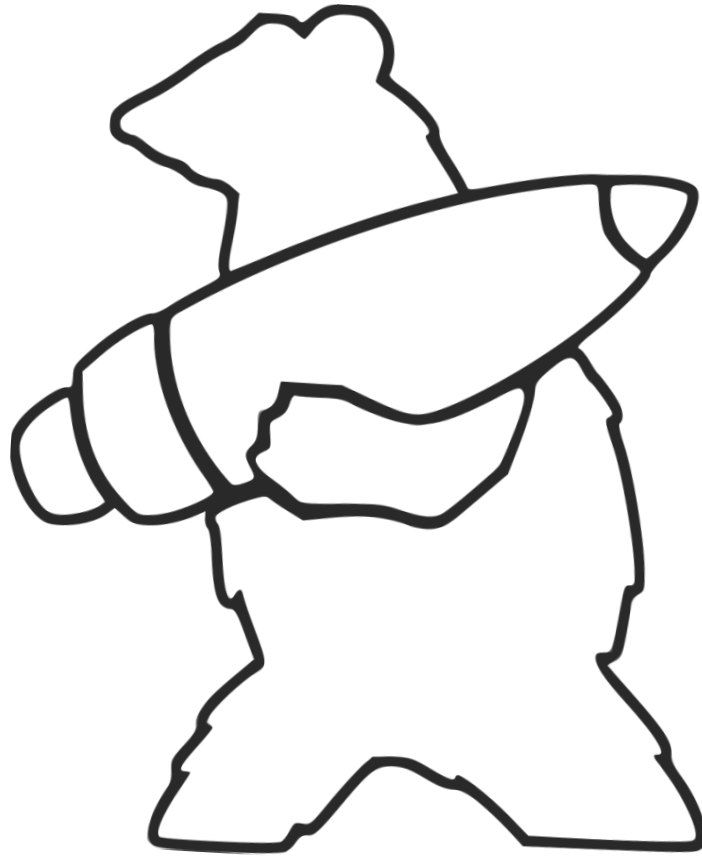
**POLISH SATURDAY SCHOOL IN CRAWLEY**

England & Wales - Charity number 1163462

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# Accounts

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## Trustee Report for the Polish Saturday School in Crawley Academic Year Ending 30 June 2025

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### Executive Summary

The Polish Saturday School in Crawley continues to provide high-quality education in the Polish language, culture, and history to children aged 4 to 16. In the 2024/2025 academic year, the school served 330 students across 18 class groups. Highlights included expanded psychological support services, successful cultural and educational events, and strong financial stewardship supported by community fundraising and external grants. The school remains committed to fostering a strong sense of identity among Polish youth while building bridges with the wider community.

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### 1. Charitable Purpose and Objectives

#### 1.1 Advancement of Education

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# Polish Saturday School in Crawley

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The Polish Saturday School in Crawley provides education in the Polish language, culture, and history for children aged 4 to 18. The school aims to instil Polish national and cultural identity while helping students achieve UK qualifications, such as GCSE and A-level exams in Polish. The school's key activities in pursuit of these aims include:

- Organising classes every Saturday from September to June across 18 groups, tailored by age and language proficiency
- Purchasing crafts, exercise books, and school equipment for classroom use
- Organising extracurricular activities such as art competitions, poetry contests, school trips, and celebrations (e.g., National Independence Day, Remembrance Day)
- Holding Parents' Evenings and Class Teacher Consultations
- Supporting mental health through teacher workshops and one-to-one sessions with psychologists for students, parents, and staff
- Encouraging regular participation in online training provided by the Polish Teachers' Club
- Maintaining continuous contact with the Polish Educational Society in London (PMS) and the Polish School Council in the UK (ORPEG)

## 1.2 Integration and Community Engagement

The school fosters integration between the Polish community and the wider British society through various initiatives:

- Organising multicultural events to promote Polish heritage
- Encouraging community participation in school events, including teachers, trustees, parents, and pupils
- Collaborating with local charities and attending multicultural celebrations organised by Crawley Borough Council
- Distributing the Parent Code of Conduct to promote respectful and inclusive behaviour within school premises

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## 2. School Structure and Operations

### 2.1 Pupils and Staff

During the 2024/2025 academic year, the school educated 330 students across 18 class groups. Staffing included 44 teachers, assistants, and administrative staff, as well as 5 duty parents per Saturday.

### 2.2 School Fees

Fees for the academic year 2024/2025 were:

- £430 for one child
- £690 for two children
- £850 for three or more children

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# Polish Saturday School in Crawley

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A textbook fee between £10 and £35 per child was also collected, depending on textbooks. Pupils may be excused from payment in cases of financial hardship, upon written request and trustee approval.

## 2.3 Administrative Support

An administrative assistant supports the headteacher and trustees with administrative duties and assists in organising school events.

## 2.4 School Facilities

The school operates from St Wilfrid's School in Crawley, which is hired every Saturday from September to June. Teaching facilities include classrooms and a sports hall.

## 2.5 School Events

Key events and extracurricular activities held during the year included:

- National Reading Day
- Independence Day Assembly
- Polish Constitution Day (3rd May)
- Religious holiday celebrations (e.g., Christmas, Nativity and Easter)
- Polish Heritage Days 2025 under the theme: *"1025th Anniversary of the Coronation of Bolesław Chrobry – Following the Footsteps of Our History."* The event took place on 7 June 2025 at St Wilfrid's Catholic School in Crawley.

The aim of the event was to promote knowledge about the origins of the Polish state, strengthen historical awareness, and integrate the local community. The programme included a variety of educational and cultural activities for children and families, including:

- a historical trail with information boards and quizzes,
- crown-making workshops and a coronation reenactment,
- an outdoor game "Trail of Kings",
- a historical theatre performance,
- calligraphy workshops using quill pens,
- competitions, a raffle, and a children's play area.

The event attracted significant interest and exceeded expectations in terms of attendance. It brought together both families connected with the school and members of the wider community. The project fully met its objectives and, in terms of participation and community engagement, exceeded initial assumptions.

### Public Benefit and Community Impact

The event had a strong educational, social, and promotional impact. It enabled children growing up in a bilingual environment to learn about key events in Polish history in an engaging and accessible way.

Adult participants highlighted the unique nature of the event, which combined historical education with a sense of community, celebration, and pride in Polish heritage. The

# Polish Saturday School in Crawley

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festival also activated parents and local partners, who actively contributed to organising stalls, decorations, and refreshments.

The event strengthened the image of the Polish community as active, organised, and committed to preserving cultural values. Overall, the event was received very positively by the local community.

## **Additional Information**

The event received media coverage and was documented photographically. It was promoted in the school's social media channels and website, as well as through TVP Polonia. A promotional video was also produced.

Parents and teachers were actively involved as co-organisers, supporting the delivery of workshops and historical activity stations.

School competitions

These events not only enriched students' cultural education but also strengthened school-community ties and promoted integration.

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## **3. Financial Overview**

### **3.1 Financial Stability**

The school remains financially stable and carefully manages its budget through:

- Tuition and textbook fees
- Grants from the Polish Government
- Fundraising events organised by the Parents' Committee (e.g. cake and coffee sales)

Each income stream is monitored monthly against budget forecasts to ensure we maintain sufficient reserves and can continue investing in our pupils' education.

### **3.2 Grants and Donations**

Financial support was received from:

- Wspólnota Polska, Eurekot, Wolność i Demokracja foundations

These funds contributed to school resources, event organisation, and psychological support for children.

### **3.3 Expenditure Summary**

Major areas of expenditure included:

- Staff salaries
- School supplies and resources
- Facility rental
- Psychological services
- Speech therapy
- Staff training
- Insurance and operational costs

# Polish Saturday School in Crawley

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## 4. Governance and Management

### 4.1 Structure and Leadership

The school is managed by the Board of Trustees, which is responsible for financial oversight, strategic planning, and compliance with UK charity law. Trustees work closely with the headteacher and deputies.

### 4.2 Headteacher Role

The headteacher oversees daily operations, curriculum delivery, staffing, safeguarding, and school community engagement.

### 4.3 Meetings

The Board of Trustees meets regularly to review school performance, discuss improvements, and address key issues.

### 4.4 Trustee Recruitment and Training

The Board seeks trustees with diverse expertise and commitment to the school's mission. Vacancies are advertised within the school community. New trustees undergo induction and are encouraged to attend training workshops.

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## 5. Risk Management

The school monitors and manages risks, including:

- Governance: Limited availability of trustees and volunteers may impact the school's growth and development.
- Financial: The school relies on tuition fees and grants. While government support is appreciated, it is not guaranteed and cannot form the basis of annual planning.
- Operational: Ensuring compliance with safeguarding, health and safety, and data protection regulations.
- Curriculum: Changes in GCSE and A-level exam structures (e.g., AQA updates) require teacher training and adaptation.

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## 6. Strategic Priorities and Future Plans

- Recruit additional teachers and support staff to meet growing student needs
- Continue to adapt curriculum and teaching methods for children born in the UK with English as their first language (ongoing)
- Maintain staff development through training on new exam specifications and inclusive teaching (2025–2026)
- Expand partnerships with local schools and organisations to promote Polish culture
- Organise additional student events and improve school visibility in the community
- Promote a healthy lifestyle

# Polish Saturday School in Crawley

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## 7. Acknowledgements

The Trustees would like to express their sincere thanks to all teachers, assistants, volunteers, parents, and donors who have supported the school throughout the year. Special appreciation goes to our partner organisations, funders, and the local community for their invaluable contributions.

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## 8. Declaration

This report was approved by the Board of Trustees of the Polish Saturday School in Crawley and is submitted in accordance with the Charity Commission's reporting requirements.

### CONTACT DETAILS

Addresses:

Polish Saturday School, CCVS, Gleneagles Court, Brighton Rd, Crawley RH10 6AD

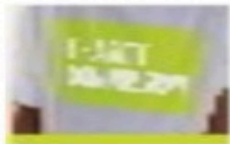
A place where we have lessons on Saturdays:

St Wilfrid's Catholic School, Old Horsham Road, Crawley, RH11 8PG

Website [www.szkolawcrawley.org](http://www.szkolawcrawley.org)

e-mail: [szkola@szkolawcrawley.org](mailto:szkola@szkolawcrawley.org)

Registered Charity No: 1163462



Polish Saturday School in Crawley		No (if any)		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	01/07/2024	To	30/06/2025	

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parents fees	133,579	-	-	133,579	109,337
Grant from Wspolnota Polska		12,927	-	12,927	850
Eurokot foundations		15,138	-	15,138	-
Wolnosc I Demokracja foundations		7,110	-	7,110	-
Polish Soc and cult		481	-	481	-
Coffee shop	7,584		-	7,584	9,716
ZHP		-	-	-	700
HMRC JRS	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>141,163</b>	<b>35,656</b>	<b>-</b>	<b>176,819</b>	<b>120,603</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>141,163</b>	<b>35,656</b>	<b>-</b>	<b>176,819</b>	<b>120,603</b>
<b>A3 Payments</b>					
Salaries	108,854	9,403	-	118,256	79,399
Premises	5,000	8,711	-	13,711	9,345
Office and learning materials	17,544	9,852	-	27,396	21,973
Children entertainment	3,242	481	-	3,723	2,500
Training	-		-	-	-
Staff welfare	209		-	209	1,205
Pupils vouchers		1,924	-		
Insurance	421		-	421	469
Telephone	146		-	146	279
Computer expenses	970		-	970	800
PPS			-	-	25
Travel	1,172		-	1,172	461
Accountancy	2,024		-	2,024	1,727
Bank charges	1,137		-	1,137	
Subscriptions	1,535		-	1,535	1,456
Re impursed exp	3,110		-	3,110	-
Cash taekn			-	-	200
L&P		-	-	-	116
	-	-	-	-	-
<b>Sub total</b>	<b>145,363</b>	<b>30,371</b>	<b>-</b>	<b>175,734</b>	<b>119,956</b>
<b>A4 Asset and investment purchases, (see table)</b>					
<b>Tablets</b>	-	-	-	-	-
Currys - Samsung		1,299	-	1,299	1,185
Novo IT -laptops and printers		3,986	-	3,986	320
<b>Sub total</b>	<b>-</b>	<b>5,285</b>	<b>-</b>	<b>5,285.00</b>	<b>1,505</b>
<b>Total payments</b>	<b>145,363</b>	<b>35,656</b>	<b>-</b>	<b>181,019</b>	<b>121,461</b>
<b>Net of receipts/(payments)</b>	<b>- 4,200</b>	<b>0</b>	<b>-</b>	<b>- 4,200</b>	<b>858</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>26,343</b>	<b>-</b>	<b>-</b>	<b>26,343</b>	<b>27,201</b>
<b>Cash funds this year end</b>	<b>22,143</b>	<b>0</b>	<b>-</b>	<b>22,143</b>	<b>26,343</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current accounts	22,143	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>22,143</b>	-	-

(agree balances with receipts and payments account(s))

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Currys - Samsung		1,299	-
	Novo IT -laptops and printers		3,986	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	-
			-	-
			-	-
			-	-
			-	-

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Andrzej Skulski		SKULSKI ANDRZEJ	30/03/26
Tomasz Sokolowski		SOKOLOWSKI TOMASZ	30/3/26

Independent examiner's report  
to the trustees of "Polish Saturday School in Crawley"  
Charity no: 1163462

I report on the accounts of the Trust for the year ended 30 June 2025, which are set out on pages 1 to 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
3. and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: *Katarzyna Chiva*  
Relevant professional qualification or body: *FCA rep' KYC 01557*  
Address: *Greenhill house, First Floor, Block B, PE3 6RU*  
Date: *31/03/2026*

**HVERFORDS**  
Independent Financial Advisers  
Greenhill House, Block B First Floor  
Thorpe Road, Peterborough, PE3 6RU  
Tel: 01733 308 666

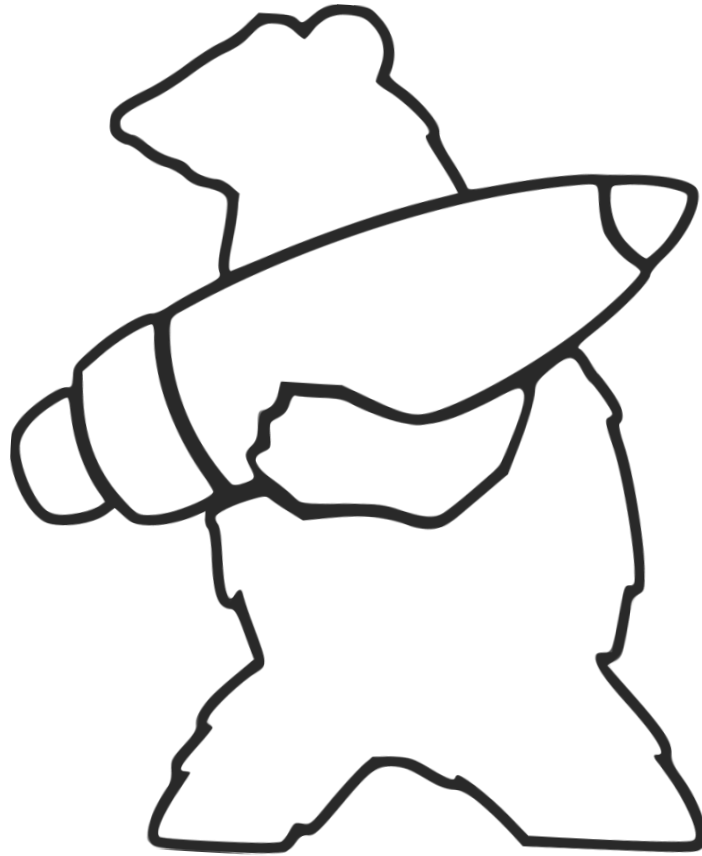
**POLISH SATURDAY SCHOOL IN CRAWLEY**

England & Wales - Charity number 1163462

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# Accounts

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## Trustee Report for the Polish Saturday School in Crawley Academic Year Ending 30 June 2024

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### Executive Summary

The Polish Saturday School in Crawley continues to provide high-quality education in the Polish language, culture, and history to children aged 4 to 16. In the 2023/2024 academic year, the school served 314 students across 18 class groups. Highlights included expanded psychological support services, successful cultural and educational events, and strong financial stewardship supported by community fundraising and external grants. The school remains committed to fostering a strong sense of identity among Polish youth while building bridges with the wider community.

# Polish Saturday School in Crawley

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## 1. Charitable Purpose and Objectives

### 1.1 Advancement of Education

The Polish Saturday School in Crawley provides education in the Polish language, culture, and history for children aged 4 to 18. The school aims to instil Polish national and cultural identity while helping students achieve UK qualifications, such as GCSE and A-level exams in Polish. The school's key activities in pursuit of these aims include:

- Organising classes every Saturday from September to June across 18 groups, tailored by age and language proficiency
- Purchasing crafts, exercise books, and school equipment for classroom use
- Organising extracurricular activities such as art competitions, poetry contests, school trips, and celebrations (e.g., National Independence Day, Remembrance Day)
- Holding Parents' Evenings and Class Teacher Consultations
- Supporting mental health through teacher workshops and one-to-one sessions with psychologists for students, parents, and staff
- Encouraging regular participation in online training provided by the Polish Teachers' Club
- Maintaining continuous contact with the Polish Educational Society in London (PMS) and the Polish School Council in the UK (ORPEG)

### 1.2 Integration and Community Engagement

The school fosters integration between the Polish community and the wider British society through various initiatives:

- Organising multicultural events to promote Polish heritage
- Encouraging community participation in school events, including teachers, trustees, parents, and pupils
- Collaborating with local charities and attending multicultural celebrations organised by Crawley Borough Council
- Distributing the Parent Code of Conduct to promote respectful and inclusive behaviour within school premises

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# Polish Saturday School in Crawley

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## 2. School Structure and Operations

### 2.1 Pupils and Staff

During the 2023/2024 academic year, the school educated 314 students across 18 class groups. Staffing included 38 teachers, assistants, and administrative staff, as well as 5 duty parents per Saturday.

### 2.2 School Fees

Fees for the academic year 2023/2024 were:

- £430 for one child
- £690 for two children
- £850 for three or more children

A textbook fee between £10 and £35 per child was also collected, depending on textbooks. Pupils may be excused from payment in cases of financial hardship, upon written request and trustee approval.

### 2.3 Administrative Support

An administrative assistant supports the headteacher and trustees with administrative duties and assists in organising school events.

### 2.4 School Facilities

The school operates from St Wilfrid's School in Crawley, which is hired every Saturday from September to June. Teaching facilities include classrooms, and sports hall.

### 2.5 School Events

Key events and extracurricular activities held during the year included:

- Assembly & Welcome Picnic (September 2023)
- National Reading Day
- Independence Day Assembly
- Polish Constitution Day (3rd May)
- Religious holiday celebrations (e.g., Christmas Nativity and Easter)
- Polish Heritage Days (we honoured the Warsaw Uprising and the Battle of Monte Cassino, highlighting the contributions of our teachers' families (Ms. Jaśko and Ms. Drew) with symbolic red-and-white bouquets. We hosted an exhibition of medals and

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# Polish Saturday School in Crawley

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documents—including General Anders’ service papers—and combined traditional Polish cuisine with children’s games. Our mascot, Wojtek the Bear, shared his story and drew raffle winners. Other attractions included a white-and-red hairstyle booth, an interactive map of Poland, a sports corner featuring Olympian Jerzy Braun, a performance and workshop by the Karolinka ensemble, a folk-themed photo booth, and educational stalls. We closed with a screening of the new animated film about Wojtek (English-language version with Polish subtitles).

The festival drew large Polish and English-speaking audiences, effectively promoting Polish culture and history. Through diverse activities, we achieved our objectives: we united the community, commemorated key historical events, and gave participants of all ages an engaging way to deepen their knowledge of Poland.

- School competitions

These events not only enriched students' cultural education but also strengthened school-community ties and promoted integration.

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## 3. Financial Overview

### 3.1 Financial Stability

The school remains financially stable and carefully manages its budget through:

- Tuition and textbook fees
- Grants from the Polish Government
- Fundraising events organised by the Parents’ Committee (e.g. cake and coffee sales)

Each income stream is monitored monthly against budget forecasts to ensure we maintain sufficient reserves and can continue investing in our pupils’ education.

### 3.2 Grants and Donations

Financial support was received from:

- Wspólnota Polska

These funds contributed to school resources, event organisation, and psychological support for children.

## 3.3 Expenditure Summary

Major areas of expenditure included:

- Staff salaries
  - School supplies and resources
  - Facility rental
  - Psychological services
  - Speech therapy
  - Staff training
  - Insurance and operational costs
- 

## 4. Governance and Management

### 4.1 Structure and Leadership

The school is managed by the Board of Trustees, which is responsible for financial oversight, strategic planning, and compliance with UK charity law. Trustees work closely with the headteacher and other stakeholders.

### 4.2 Headteacher Role

The headteacher oversees daily operations, curriculum delivery, staffing, safeguarding, and school community engagement.

### 4.3 Meetings

The Board of Trustees meets regularly to review school performance, discuss improvements, and address key issues.

### 4.4 Trustee Recruitment and Training

The Board seeks trustees with diverse expertise and commitment to the school's mission. Vacancies are advertised within the school community. New trustees undergo induction and are encouraged to attend training workshops.

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## 5. Risk Management

The school monitors and manages risks, including:

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## Polish Saturday School in Crawley

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- Governance: Limited availability of trustees and volunteers may impact the school's growth and development.
  - Financial: The school relies on tuition fees and grants. While government support is appreciated, it is not guaranteed and cannot form the basis of annual planning.
  - Operational: Ensuring compliance with safeguarding, health and safety, and data protection regulations.
  - Curriculum: Changes in GCSE and A-level exam structures (e.g., AQA updates) require teacher training and adaptation.
- 

### 6. Strategic Priorities and Future Plans

- Recruit additional teachers and support staff to meet growing student needs (2024–2025)
  - Continue to adapt curriculum and teaching methods for children born in the UK with English as their first language (ongoing)
  - Maintain staff development through training on new exam specifications and inclusive teaching (2024–2026)
  - Expand partnerships with local schools and organisations to promote Polish culture (starting 2024)
  - Organise additional student events and improve school visibility in the community (2024–2025)
- 

### 7. Acknowledgements

The Trustees would like to express their sincere thanks to all teachers, assistants, volunteers, parents, and donors who have supported the school throughout the year. Special appreciation goes to our partner organisations, funders, and the local community for their invaluable contributions.

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# Polish Saturday School in Crawley

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## 8. Declaration

This report was approved by the Board of Trustees of the Polish Saturday School in Crawley and is submitted in accordance with the Charity Commission's reporting requirements.

### CONTACT DETAILS

Addresses:

Polish Saturday School, CCVS, Gleneagles Court, Brighton Rd, Crawley RH10 6AD

A place where we have lessons on Saturdays:

St Wilfrid's Catholic School, Old Horsham Road, Crawley, RH11 8PG

Website [www.szkolawcrawley.org](http://www.szkolawcrawley.org)

e-mail: [szkola@szkolawcrawley.org](mailto:szkola@szkolawcrawley.org)

Registered Charity No: 1163462



Polish Saturday School in Crawley		No (if any)		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	1/10/2023	To	30/09/2024	

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parents fees	109,337	-	-	109,337	99,500
Grant from Wspolnota Polska	-	850	-	850	10,081
Co-op grant	-	-	-	-	1,883
Coffee shop	9,716	-	-	9,716	-
Ground work	-	-	-	-	-
ZHP	700	-	-	700	600
HMRC JRS	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>119,753</b>	<b>850</b>	<b>-</b>	<b>120,603</b>	<b>112,064</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>119,753</b>	<b>850</b>	<b>-</b>	<b>120,603</b>	<b>112,064</b>
<b>A3 Payments</b>					
Salaries	79,399	-	-	79,399	75,082
Premises	9,345	-	-	9,345	12,823
Office and learning materials	21,123	850	-	21,973	17,583
Children entertainment	2,500	-	-	2,500	3,303
Training	-	-	-	-	-
Staff welfare	1,205	-	-	1,205	493
Insurance	469	-	-	469	454
Telephone	279	-	-	279	288
Computer expenses	800	-	-	800	733
PPS	25	-	-	25	40
Travel	461	-	-	461	728
Accountancy	1,728	-	-	1,728	1,512
Subscriptions	1,456	-	-	1,456	87
Office equipment	-	-	-	-	-
Cash taekn	200	-	-	200	-
L&P	116	-	-	116	13
<b>Sub total</b>	<b>119,106</b>	<b>850</b>	<b>-</b>	<b>119,956</b>	<b>113,137</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tablets	-	-	-	-	-
Phone	1,185	-	-	1,185	470
Maker machine	320	-	-	320	197
<b>Sub total</b>	<b>1,505</b>	<b>-</b>	<b>-</b>	<b>1,504.93</b>	<b>667</b>
<b>Total payments</b>	<b>120,611</b>	<b>850</b>	<b>-</b>	<b>121,461</b>	<b>113,804</b>
<b>Net of receipts/(payments)</b>	<b>- 858</b>	<b>-</b>	<b>-</b>	<b>- 858</b>	<b>- 1,739</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>27,201</b>	<b>-</b>	<b>-</b>	<b>27,201</b>	<b>28,939</b>
<b>Cash funds this year end</b>	<b>26,343</b>	<b>-</b>	<b>-</b>	<b>26,343</b>	<b>27,201</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
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**B1 Cash funds**

Current accounts	26,343
	-
	-
<b>Total cash funds</b>	<b>26,343</b>

(agree balances with receipts and payments account(s))

-	-
-	-
-	-
-	-

**Unrestricted funds to nearest £**

**Restricted funds to nearest £**

**Endowment funds to nearest £**

**B2 Other monetary assets**

Details	Fund to which asset belongs
	-
	-
	-
	-
	-
	-

-	-
-	-
-	-
-	-
-	-
-	-

**B3 Investment assets**

Details	Fund to which asset belongs

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs
Acer Tablet	Unrestricted
Acer Tablet	Unrestricted
Acer Tablet	Unrestricted
Microphone	Restricted
Printer	Unrestricted
Printer	Unrestricted
Lenovo	Unrestricted
Dell	Unrestricted
Samsung A20E	Unrestricted
Printer Epson	Unrestricted
Xexec Ltd	Unrestricted
Brother.co.uk	Unrestricted
Maker Machine	Unrestricted
Phone	Unrestricted

Cost (optional)	Current value (optional)
170	-
180	-
170	-
258	-
460	-
345	-
319	-
499	-
150	-
627	-
470	-
197	-
320	-
1,185	-

**B5 Liabilities**

Details	Fund to which liability relates

Amount due (optional)	When due (optional)
-	
-	
-	
-	
-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Andrzej Skulski	<i>Skulski Andrzej</i>	SKULSKI ANDRZEJ	01/04/25
Tomasz Sokolowski	<i>Sokolowski</i>	SOKOLOWSKI TOMASZ	01/04/25

**Independent examiner's report**  
**to the trustees of "Polish Saturday School in Crawley"**  
**Charity no: 1163462**

I report on the accounts of the Trust for the year ended 30 June 2024, which are set out on pages 1 to 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
3. and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have been met;

Name: Katarzyna Chiva

Relevant professional qualification or body: LIBF; DIP FA

Address: 21a Church Street, Deeping St James, PE6 8HF

Date: 29/04/2025



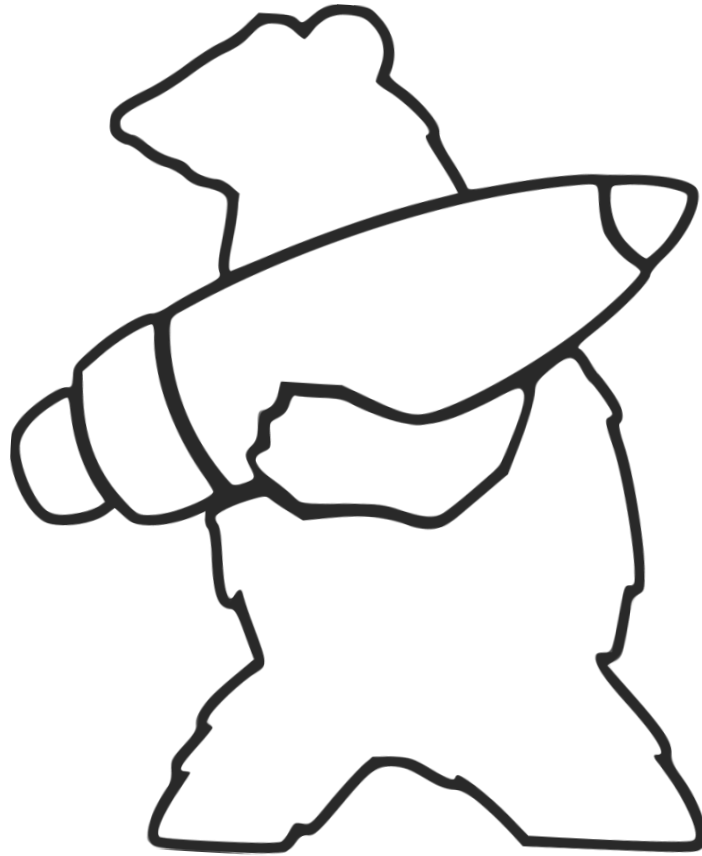
**POLISH SATURDAY SCHOOL IN CRAWLEY**

England & Wales - Charity number 1163462

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# Accounts

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## **Report of the trustees for the year ending 30 June 2023**

The Trustees of The Polish Saturday School in Crawley present their annual report and audited accounts for the year ended 30 June 2023 and confirm they comply with the requirements of the Charities Act 2011.

## 1. OUR OBJECTS

The objects of the School are the advancement of education for the public benefit in the Polish language, culture, tradition, and heritage. We aim to provide education and to integrate into the local cultural environment and British society.

### 1.1 The advancement of education

<b>Our key objectives for the year included:</b>	
<b>Plan</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• to be up to date with the administrative aspects of the organization</li> </ul>	Reviewing the school's policies and procedures.  Updating of documentation in the school's paper files and on the website.
<ul style="list-style-type: none"> <li>• to improve the health and safety of students</li> </ul>	Updating the H&S policy.  Controlling and planning the duty parents' responsibilities.  Reminding to St Wilfrid's facilities manager about the fire evacuation drill.
<ul style="list-style-type: none"> <li>• to provide resources and materials</li> </ul>	Buying the crafts, exercise books, and school equipment needed in the school's groups.
<ul style="list-style-type: none"> <li>• to add Polish GCSE and AS-level to the curriculum options.</li> </ul>	Preparing the students for Polish GCSE (16 students).  Preparing more GCSE teachers for the role of examiner.
<ul style="list-style-type: none"> <li>• to offer a wider variety of classes, clubs, and workshops to children and teenagers</li> </ul>	'With Passport to Poland' club  Science Clubs (younger and older students' groups)  Mindfulness  Drama Class

## Polish Saturday School in Crawley

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	<p>Art Club</p> <p>French classes club.</p> <p>RE - preparing to the First Communion</p>
<ul style="list-style-type: none"> <li>• to enhance and improve the co-curricular provision for pupils</li> </ul>	<p>Using the course books and teaching sources recommended by The Ministry of National Education and the educational organizations.</p>
<ul style="list-style-type: none"> <li>• to build up a Polish book collection or Polish books translated into English and to run the classroom's libraries.</li> </ul>	<p>Buying new books is recommended to read to children and by children.</p>
<ul style="list-style-type: none"> <li>• to deliver to the staff and volunteer opportunities to participate in the training and courses</li> <li>• to cover the cost of training for Trustees and Staff</li> </ul>	<p>Participating regularly in the online training on Tuesdays &amp; Wednesdays organized by 'The Polish Teachers' Club' (Klub Nauczyciela –</p> <p>As well as in individual training with professionals (ODN, ORPEG, Wspólnota Polska)</p>
<ul style="list-style-type: none"> <li>• to provide continuing support to our pupils through speech therapy</li> </ul>	<p>Cooperation with the Polish speech therapist.</p>
<ul style="list-style-type: none"> <li>• to support the children with learning difficulties.</li> <li>• to provide psychological care for pupils and their families</li> </ul>	<p>Giving the children additional learning support if they need it after normal classes.</p> <p>Organizing the 1:1 sessions with the psychologist whenever it is required by students, parents or staff.</p> <p>Advising and encouraging staff and students to take part in psychologist sessions.</p>
<ul style="list-style-type: none"> <li>• to celebrate the national days</li> </ul>	<p>1<sup>st</sup> November – remembering Polish citizens who died in the local area, especially the Polish Olympic, Mr Jerzy</p>

## Polish Saturday School in Crawley

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	<p>Braun (we take care of his grave), visiting the cemetery and Memorial places.</p> <p>11<sup>th</sup> November (Remembering Day)</p> <p>1<sup>st</sup>-3<sup>rd</sup> May (The Days of the Polish Flag, The Constitution and the Poles living abroad. And celebrating Polish Heritage Days – family picnic to to promote Polish culture, the heritage of past generations, solidarity, community values and the positive contribution made by the Polish diaspora to the cultural, economic and social life of this country. The celebration coincides with the Day of Poles Abroad and the Flag Day marked in Poland on 2<sup>nd</sup> May as well as the 3<sup>rd</sup> of May Constitution Day. This year’s PHD will focus on celebrating the Polish-British cooperation on breaking the Enigma code, marking the 80<sup>th</sup> anniversary of Polish codebreakers Marian Rejewski and Henryk Zygalski coming to the United Kingdom.</p>
<ul style="list-style-type: none"> <li>• to celebrate and spread the information of the School’s mascot – Wojtek the Soldier Bear and the Polish soldiers who fought during the 2<sup>WW</sup></li> </ul>	<p>Special Wojtek remembering lessons and competitions. To teach history following Wojtek the Bear adventure.</p> <p>Giving the mascot of Wojtek to preschool children.</p>
<ul style="list-style-type: none"> <li>• to organize the trip with integration and educational purpose</li> </ul>	<p>Trip to Marvell Zoo in July (school covered cost of transport for children )</p>
<ul style="list-style-type: none"> <li>• to participate in some co-curricular activities and competitions</li> </ul>	<p>The school’s groups competitions between the school and other schools.</p>

## Polish Saturday School in Crawley

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<ul style="list-style-type: none"> <li>• to involve some parents, including trustees in other roles and duties</li> </ul>	Fire Marshal First Aiders Leader

### 1.2 Integration

A. into the local cultural environment

Facilitate partnerships with external institutions to build children's confidence and allow them to learn new skills.

B. into British society

<b>Our key objectives for the year included:</b>	
<b>Plan</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• to integrate the Boarding Trustees and the teaching staff</li> </ul>	Staff and Trustees meetings. Birthday cards for students and staff. The end of the school year party for Staff, Trustees, and Families.
<ul style="list-style-type: none"> <li>• to assist Polish children and their families arriving in the area to integrate into a new environment</li> </ul>	Giving the children and parents advice on where to find some public services, schools etc.
<ul style="list-style-type: none"> <li>• to assist the children to recognize their status as the students of the Polish supplementary school</li> </ul>	The School's ID to Polish children living abroad – the project of the President of the Republic of Poland
<ul style="list-style-type: none"> <li>• to assist the teachers in recognizing their qualification as teachers of the supplementary school abroad</li> </ul>	The School's ID to Polish teachers working abroad in the Polish supplementary schools – the project of the President of the Republic of Poland Joining Związek Nauczycielstwa Polskiego za Granica
<ul style="list-style-type: none"> <li>• to cooperate with the Polish scouts' organization</li> </ul>	Working together to organize and participate in some special events, and assemblies with 'SZCZEP POMORSKI 62 DRUŻYNA HARCEREK ODRA

## Polish Saturday School in Crawley

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	<p style="text-align: center;">ZUCHY DZIEWCZYNKI ORZEŁKI          SKRZATY BIELIKI and SZCZEP URSYNÓW          25 DRUŻYNA HARCERZY BUKI          ZUCHY CHŁOPCY ORZEŁKI</p> <p>Our students who are scouts take part in practical voluntary service in the local community.</p>
<ul style="list-style-type: none"> <li>• to develop cooperation with local authorities and organizations</li> </ul>	<p>Building relationships with Mr Karl Parks, Groups Advisor (Crawley Community &amp; Voluntary Service)</p> <p>Building relationships with Crawley's Diverse organization</p>
<ul style="list-style-type: none"> <li>• to play our part in the life of our local community through our community access and service programs</li> </ul>	<p>Updating the school's website and making it the mainstream of ongoing information.</p> <p>To be active on the Facebook parents group.</p> <p>To spread the urgent and the most important information through mobile and e-mails.</p> <p>To collect the signed Code of Conduct for Parents to avoid some prohibited behavior in the school area and to keep financial fluency.</p>
<ul style="list-style-type: none"> <li>• to improve the ways of sending information to parents</li> </ul>	<p>The open event is at the beginning of the year.</p>
<ul style="list-style-type: none"> <li>• to promote the Polish Culture and Heritage to other nations</li> </ul>	

## 2. REVIEW OF ACTIVITIES AND FEES

### 2.1. Pupils and staff numbers

Our educational activities are carried out through our Preschool classes, Primary classes, and Secondary classes. The popularity of the school has been demonstrated by the strong demand for places and the provision of additional classes for preschool children.

The number of pupils in the children's classes reached 314 students.

The number of staff was 42 teachers including classroom assistants. We also had 6 duty parents.

### 2.2. The fees

#### Family discounts policy

To underline the value we place on continuity for families, we offer discounts where parents have more than one child at the School.

#### Our fees for the 2022/23 year were:

£380 per one child, £600 per two or £720 per three children or more .

#### We also had the fees:

**Enrolment Fee** - £10 is required to enroll on an official register. Paid once. Not refundable in the case of leaving the school.

**Textbooks Fee** - the school orders the textbooks on behalf of students and parents repay the cost which is from £15 to £30 (depending on the group) or they can just borrow the course book and bring it back at the end of the school year.

### 2.3. Access and Assistance

It is important to us that access to the education we offer is not restricted to those who can afford our fees.

Parents who have any problems with payments are asked to submit a written request to trustees for postponement of monthly payments or a total exemption. We make every effort to assist parents on limited budgets.

## **3.OUR FINANCES**

### **3.1. The financial strategy**

The Trustees are continuing their strategy of deploying all net incoming resources to invest in educational purposes. As a charity, the parents of our pupils have the assurance that all the income of the School must be applied for educational purposes. As an educational charity we enjoy tax exemption on our educational activities and on our investment income and gains provided these are applied to our charitable aims.

We pay tax as an employer through the national insurance contributions we make.

The school is mainly financed directly by parents and the Polish Government.

### **3.2 Reserves and Financial Health**

The Trustees regularly review the finances, budgets, and spend against budget together with a monthly cash flow analysis as part of the effective stewardship of the School.

### **3.3. The financial report**

Total funds: £112,064 including unrestricted funds £100,100 and restricted funds £11,964.

Total spending: £113,135

We have huge financial support from Polish and British organization:

Stowarzyszenie Wspólnota Polska (Senat RP): £10,081

Co-op grant: £1,883

**You will find details of the financial report in the separate attachment.**

## **4. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **4.1. Role Of School Trustees**

Polish Saturday School in Crawley is run by a board of volunteer parents whose children attend the school. They are trustees of the School. Holding the roles of trustees they are involved in most of the decision-making. Our charity trustees are responsible for the overall management and control of The Polish Saturday School in Crawley.

Being a school trustee is an interesting and rewarding way of becoming involved in school life.

### **4.2.The Trustees Meetings**

Trustees meet regularly. During 2022/23 school year trustees had 4 meetings. As well they meet on most working Saturdays.

### **4.3. No Benefits for Trustees**

All trustees give of their time freely and no remuneration or expenses were paid in the year. No Trustee or person connected with a Trustee received any benefit from the school's budget.

### **4.4. Trustees Recruitment and Training**

The Governing body requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new trustees the important attribute is a passion for the work of our Schools and an understanding of education as a holistic and rounded experience of personal growth. We advertise straight to school parents for new trustees. We had two trustees who resigned during the last two school years for personal or work-related reasons.

### **4.5. Key management personnel**

The Trustees consider that they, together with the Headteacher and the Deputy comprise the Key Management Personnel. The Trustees give the pay and remuneration of the

## Polish Saturday School in Crawley

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Head Teachers, Deputy, Teachers, and all paid staff is set by the Finance Committee and is kept under annual review.

**A number of criteria are used in setting pay:**

- nature of the role and responsibilities
- competitor salaries in the area
- the sector average salary for comparable positions
- trends in pay in recent years.

A clear pay system in the School has affected the ease of recruitment to certain roles.

The Trustees can pay higher salaries or refund costs for exceptional candidates where this is in the interest of the School.

All financial aspects comply with the law and employing rules.

### **4.6. Organizational Management**

The Trustees determine the general policy of the School. The day-to-day running of the School is delegated to the Head, supported by Deputy and senior staff.

The Headteacher undertakes the key leadership role of overseeing educational and administrative functions in consultation with the Deputy and senior staff. The day-to-day administration of the School is undertaken within the policies and procedures approved by the Trustees which provide for only significant expenditure decisions and major capital projects to be referred to the Trustees for prior approval.

The Head oversees the recruitment of all educational staff. The Trustees oversee the recruitment of administrative and non-teaching support staff like duty parents.

The Head and Deputy are invited to attend Trustees' meetings.

## 5. RISK MANAGEMENT

The Trustees are responsible for the overseeing of the risks faced by the School. Detailed considerations of risk are delegated to the Headteacher and Senior Management of the School. Risks are identified and assessed and controls are established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips and events, and community access.

**The main risks that the Trustees have identified and the plans to manage those risks are:**

**1. Governance.** The trustee board lacks relevant skills and time to 'do more'. Trustees need to consider their efforts and possibilities.

**2. Money.** Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due. We operate on a low level of reserves. This risk is managed by marketing activity and active cash-flow management. The school has an additional source of funding every year which is The Polish Government grant but we never can be sure whether we receive it or the amount of donation so we cannot include this funding in the school income. It can be a reserve for some extra activities or projects.

**3. Reputation.** The School's success is built on its reputation for the education and well-being of our pupils. We manage this risk through safeguarding policies, staff recruitment policies, and active identification and resolution of health and safety-related issues.

**4. Curriculum.** Educational excellence requires the ablest teachers with state-of-the-art facilities to deliver the curriculum to able students. We manage this risk by offering salaries paid to the teaching staff. We also constantly looking for the best teachers and

## Polish Saturday School in Crawley

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assistants in the community. AQA has introduced the changes in the Polish GCSE and A-level exams. So we need to adapt our teaching to the new Specifications.

**5. Staff.** We find problems with finding enough qualified teachers, especially when some members of staff need a break because of maternity or life changes. We keep the permanent recruitment.

**6. Venue.** We use St Wilfrid's premises but sometimes some complaints occur, which can destroy the relationship between us and St Wilfrid's School's management. We try to compromise in difficult situations and make sure both parties are happy with our cooperation.

### **7. Rotation of students.**

Through the risk management processes established for the School, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognized that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

## 6. FUTURE PLANS

### 6.1. The strategies of the School Maintaining

The Trustees intend to continue their current strategies of maintaining the School's position by investing to provide high-quality education for our pupils.

The Headteacher continues to review the curriculum to ensure that the educational qualifications remain appropriate for our pupils' development.

### 6.2. Financial plans

Our plans will be financed primarily from fee income. The funds from Polish Government will be limited so we need to apply for some funds and grants offered by the educational organizations or local authorities.

The Trustees have prepared the Budget for the school year 2023/24.

### 6.3. Key Objectives For The School Year 2023/24

- to recruit more qualified teachers

We constantly feel a lack of teachers. Even if we recruited some new staff during the school year, some teachers leave the school because of their everyday duties, mainly other jobs. Many teachers are referred offs on some Saturdays so we need to recruit some supply teachers.

The profile of students is changing. We have mostly students who were born in the UK and their first language is English. It affects the methods of learning and demands some new knowledge, flexibility, and abilities from teachers. We need to support them by organizing more training and professional courses for our teachers.

- to update the school's website

We are working on our school website.

- to manage the school's data

The school's data is quite a big problem for us, especially management of recruitment and financial aspects. We will look for the best solutions and we will take a few administrative steps to resolve those problems.

- to find a storage to keep school staff in a safe place.

- to control the school's budget monthly

We plan to have an eye on the group's expenses and the school's budget every month to make sure we have a balance between the income and the expenditure.

## 7. THE CHARITY TRUSTEES

New Trustees are appointed by the existing Board of Trustees.

From July 2022 to June 2023 we had 5 trustees:

Mr Andrzej Skulski

Mrs Kamila Zalewska

Mrs Gabriela Sokołowska

Mrs Zaneta Tofil

Mr Tomasz Sokołowski

## CONTACT DETAILS

### Addresses:

Polish Saturday School, C CVS, Gleneagles Court, Brighton Rd, Crawley RH10 6AD

### Place where we have lessons:

St Wilfrids Catholic School, Old Horsham Road, Crawley, RH11 8PG

Website [www.szkolawcrawley.org](http://www.szkolawcrawley.org)

Registered Charity No: 1163462



Polish Saturday School in Crawley	No (if any)
<b>Receipts and payments accounts</b>	
For the period from	To
01/07/2022	30/06/2023

**CC16a**

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parents fees	99,500	-	-	99,500	99,450
Grant from Wspolnota Polska		10,081	-	10,081	3,901
Co-op grant	-	1,883	-	1,883	-
Winter holiday	-	-	-	-	-
Ground work	-	-	-	-	-
ZHP	600	-	-	600	300
HMRC JRS	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>100,100</b>	<b>11,964</b>	<b>-</b>	<b>112,064</b>	<b>102,657</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>100,100</b>	<b>11,964</b>	<b>-</b>	<b>112,064</b>	<b>102,657</b>
<b>A3 Payments</b>					
Salaries	75,082	-	-	75,082	70,198
Premises	2,742	10,081	-	12,823	11,086
Office and learning materials	15,700	1,883	-	17,583	13,217
Children entertainment	3,303	-	-	3,303	-
Training	-	-	-	-	1,240
Staff welfare	493	-	-	493	-
Insurance	454	-	-	454	464
Telephone	288	-	-	288	263
Computer expenses	733	-	-	733	531
PPS	40	-	-	40	-
Travel	726	-	-	726	252
Accountancy	1,512	-	-	1,512	1,440
Subscriptions	87	-	-	87	95
Office equipment	-	-	-	-	-
Bank charges	-	-	-	-	-
L&P	13	-	-	13	-
<b>Sub total</b>	<b>101,171</b>	<b>11,964</b>	<b>-</b>	<b>113,135</b>	<b>98,787</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tablets	-	-	-	-	627
Xexec Ltd	470	-	-	470	-
Brother.co.uk	197	-	-	197	-
<b>Sub total</b>	<b>667</b>	<b>-</b>	<b>-</b>	<b>667.00</b>	<b>627</b>
<b>Total payments</b>	<b>101,838</b>	<b>11,964</b>	<b>-</b>	<b>113,802</b>	<b>99,414</b>
<b>Net of receipts/(payments)</b>	<b>- 1,738</b>	<b>-</b>	<b>-</b>	<b>- 1,738</b>	<b>3,244</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>28,939</b>	<b>-</b>	<b>-</b>	<b>28,939</b>	<b>25,695</b>
<b>Cash funds this year end</b>	<b>27,201</b>	<b>-</b>	<b>-</b>	<b>27,201</b>	<b>28,939</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
------------	---------	------------------------------------	----------------------------------	---------------------------------

**B1 Cash funds**

Current accounts	28,939	-	-
	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>28,939</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Acer Tablet	Unrestricted	170	-
Acer Tablet	Unrestricted	480	-
Acer Tablet	Unrestricted	170	-
Microphone	Restricted	258	-
Printer	Unrestricted	460	-
Printer	Unrestricted	345	-
Lenovo	Unrestricted	319	-
Dell	Unrestricted	499	-
Samsung A20E	Unrestricted	150	-
Printer Epson	Unrestricted	627	-
Xexec Ltd	Unrestricted	470	-
Brother.co.uk	Unrestricted	197	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Andrzej Skulski	<i>Andrzej Skulski</i>	Skulski Andrzej	9/3/24
Kamila Zalewska	<i>Kamila Zalewska</i>	KAMILA ZALEWSKA	9/3/24

Independent examiner's report  
to the trustees of "Polish Saturday School in Crawley"

Charity no: 1163462

I report on the accounts of the Trust for the year ended 30 June 2023, which are set out on pages 1 to 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
3. and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:


- (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Katarzyna Chiva

Relevant professional qualification or body: London Institute of Banking and Finance, DiP FA

Address: Haverfords Ltd

Date: 23/04/2024

Signature: 

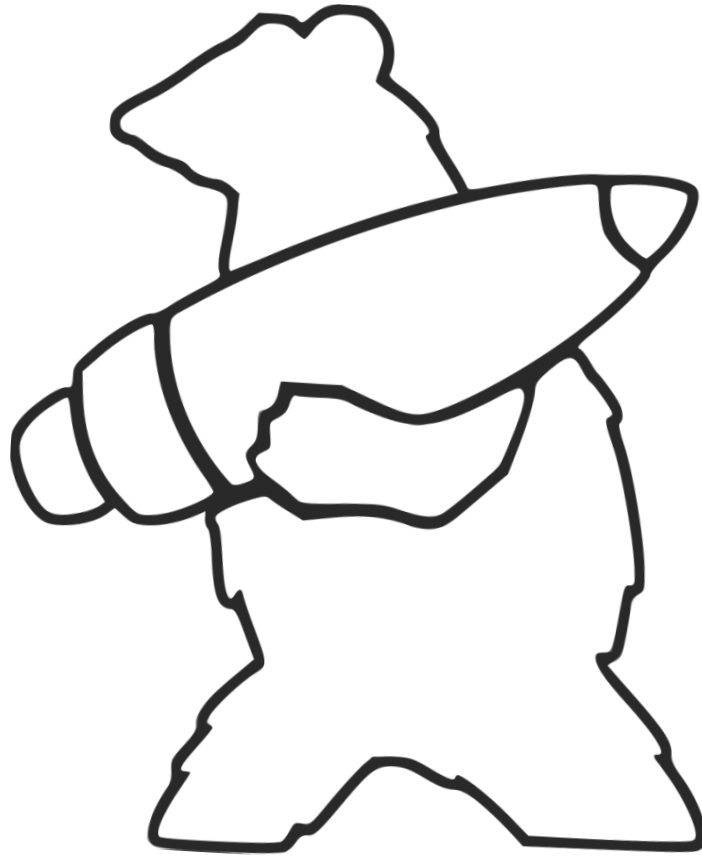
**POLISH SATURDAY SCHOOL IN CRAWLEY**

England & Wales - Charity number 1163462

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# Accounts

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## **Report of the trustees for the year ending 30 June 2022**

The Trustees of The Polish Saturday School in Crawley present their annual report and audited accounts for the year ended 30 June 2022 and confirm they comply with the requirements of the Charities Act 2011.

## 1. OUR OBJECTS

The objects of the School are the advancement of education for the public benefit of the Polish language, culture, tradition, and heritage. We aim to provide education and to integrate into the local cultural environment and British society.

### 1.1 The Advancement of education

<b>Our key objectives for the year included:</b>	
<b>Plan</b>	<b>Action</b>
<ul style="list-style-type: none"><li>• to sort out the administrative aspects of the organization</li></ul>	Reviewing the school's policies and procedures. Updating of documentation in the school's paper files and on the website. Induction of the GDPR policies and documentation.
<ul style="list-style-type: none"><li>• to improve the health and safety of students</li></ul>	Check and update the H&S policy. Controlling and planning in advance the duty parents' responsibilities. Carry out the fire evacuation drill.
<ul style="list-style-type: none"><li>• to provide resources and materials</li></ul>	Buying the crafts, exercise books, and school equipment needed in the school's groups.
<ul style="list-style-type: none"><li>• to add Polish GCSE and AS-level to the curriculum options.</li></ul>	Preparing the students for Polish GCSE (15 students). Preparing new GCSE teacher for the exam's specifications.
<ul style="list-style-type: none"><li>• to enhance and improve the co-curricular provision for pupils</li></ul>	Using the course books and teaching sources recommended by The Ministry of National Education and the educational organizations.

## Polish Saturday School in Crawley

<ul style="list-style-type: none"> <li>• to build up a Polish book collection or Polish books translated into English and to run the classroom's libraries.</li> </ul>	<p>Buying new books is recommended to read to children and by children.</p>
<ul style="list-style-type: none"> <li>• to deliver to the staff and volunteer opportunities to participate in the training and courses</li> <li>• to cover the cost of training for Trustees and Staff</li> </ul>	<p>Participating on a regular basis in the online training on Tuesdays &amp; Wednesdays organized by 'The Polish Teachers' Club' (Klub Nauczyciela – As well as in individual training with professionals (ODN, ORPEG, Wspólnota Polska)</p>
<ul style="list-style-type: none"> <li>• to support the children with learning difficulties.</li> <li>• to provide psychological care for pupils and their families</li> </ul>	<p>Give the children additional learning support if they need it after normal classes. Organizing the 1:1 sessions with the psychologist every time when is required by students, parents, or staff. Advising and encouraging staff and students to take part in online psychologist sessions.</p>
<ul style="list-style-type: none"> <li>• to celebrate the national days</li> </ul>	<p>1<sup>st</sup> November – remembering of Polish citizens who died in the local area, especially the Polish Olympic, Mr. Jerzy Braun (our Polish School is the official patron of his grave), visiting the cemetery and Memorial places.</p> <p>11<sup>th</sup> November (Remembering Day) Special assembly was prepared to commemorate the date of regaining independence.</p> <p>1<sup>st</sup>-3<sup>rd</sup> May (The Days of the Polish Flag, The Constitution, and the Poles living abroad – Polish Heritage Days) were celebrated.</p>

## Polish Saturday School in Crawley

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<ul style="list-style-type: none"> <li>• to celebrate the most important calendar events</li> </ul>	Celebrating the 104 <sup>th</sup> anniversary of Poland's Independence (November 2022) – the school assembly
<ul style="list-style-type: none"> <li>• to celebrate and spread the information of the School's mascot – Wojtek the Soldier Bear and the Polish soldiers who fought during the 2WW</li> </ul>	Special Wojtek remembering lessons and competitions.  Giving the mascot of Wojtek to preschool children.
<ul style="list-style-type: none"> <li>• to participate in some co-curricular activities and competitions</li> </ul>	The school's/groups competitions within Polish schools. Such as: * Online tournament of the IPN Independent Game. * The 2nd World Polonia Wojtek Teddy Bear Tournament *The "Word of Poland" recitation competition.  * In the 3rd Remote Olympiad of Polish Schools.  * In the competition for the best Christmas decorations organized by Poland Street in cooperation with the Embassy of the Republic of Poland in London * In the competition for the best decorated Easter egg. * In the international literary and art competition on the occasion of the International, Mother Language Day 2022 "Proverbs are the wisdom of the nation".
<ul style="list-style-type: none"> <li>• to involve some parents, including trustees in other roles and duties</li> </ul>	Fire Marshal  First Aiders Leader

### 1.2 Integration

A. into the local cultural environment

Facilitate partnerships with external institutions to build children's confidence and allow them to learn new skills.

B. into British society

## Polish Saturday School in Crawley

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<b>Our key objectives for the year included:</b>	
<b>Plan</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• to integrate the Boarding Trustees and the teaching staff</li> </ul>	<p>Staff and Trustees meetings.</p> <p>The end of the school-year party for Staff, Trustees, and Families.</p>
<ul style="list-style-type: none"> <li>• to assist Polish children and their families arriving in the area to integrate into a new environment</li> </ul>	<p>Giving the children and parents advice on where to find some public services, schools, etc.</p>
<ul style="list-style-type: none"> <li>• to assist the children to recognize their status as students of the Polish supplementary school</li> </ul>	<p>The School's ID to Polish children living abroad – the project of the President of the Republic of Poland</p>
<ul style="list-style-type: none"> <li>• to assist the teachers to recognize their qualifications as the teachers of the supplementary school abroad</li> </ul>	<p>The School's ID to Polish teachers working abroad in the Polish supplementary schools – the project of the President of the Republic of Poland</p> <p>Work along with 'Związek Nauczycielstwa Polskiego za Granicą'.</p>
<ul style="list-style-type: none"> <li>• to cooperate with the Polish scouts' organization</li> </ul>	<p>Common organization and participation at some special events.</p> <p>Our students who are scouts take part in practical voluntary service in the local community.</p>
<ul style="list-style-type: none"> <li>• to develop the cooperation with local authorities and organizations</li> </ul>	<p>Building relationships with Polish Scouts, Groups Advisor (Crawley Community &amp; Voluntary Service)</p> <p>As well as with Crawley Diverse organization</p>
<ul style="list-style-type: none"> <li>• to play our part in the life of our local community through our community access and service programs</li> </ul>	<p>Updating the school's website and school Facebook page to make it the mainstream of ongoing information.</p>

## Polish Saturday School in Crawley

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	<p>To be active on the Facebook parents group.</p> <p>To spread the urgent and the most important information through mobile and e-mails.</p> <p>To collect the signed Code of Conduct for Parents to avoid some prohibited behavior in the school area and to keep financial fluency.</p>
<ul style="list-style-type: none"> <li>• to improve the ways of sending information to parents</li> </ul>	<p>Open events at the beginning of the year and organize meetings during the school year.</p>
<ul style="list-style-type: none"> <li>• to promote the Polish Culture and Heritage to other nations</li> </ul>	<p>Spread the information and pass the invitations from local authorities, the UK government departments, voluntary sector bodies, local mainstream schools, agencies and public organizations to the school's parents.</p> <p>Participation in the Parish life with respect to other religions.</p> <p>Participation in the project „Tajemnice dwujęzycznego umysłu” (<i>The secrets of bilingual brain</i>) provided by UCL.</p> <p>Promote bilingualism and its benefits.</p>

## 2. REVIEW OF ACTIVITIES AND FEES

### 2.1. Pupils and staff numbers

Our educational activities are carried out through our Preschool classes, Primary classes, and Secondary classes. The popularity of the school has been demonstrated by the strong demand for places and the provision of additional classes for preschool children.

The number of pupils in the children's classes reached 304 students.

The number of staff was 35 teachers including classrooms assistants. We also had 5 duty parents.

### 2.2. The fees

#### Family discounts policy

To underline the value we place on continuity for families, we offer discounts where parents have more than one child at the School.

#### Our fees for the 2021/2022 year were:

£380 per one child, £600 per two or £720 per three children or more .

#### We also had the fees:

**Enrolment Fee** - £10 is required to enroll on an official register. Paid once. Not refundable in the case of leaving the school.

**Textbooks Fee** - the school orders the textbooks on behalf of students and parents repay the cost which is from £15 to £30 (depending on the group).

### 2.3. Access and Assistance

It is important to us that access to the education we offer is not restricted to those who can afford our fees.

Parents who have any problems with payments are asked to submit a written request to trustees for postponement of monthly payments or a total exemption. We make every effort to assist parents on limited budgets.

## **3. OUR FINANCES**

### **3.1. The financial strategy**

The Trustees are continuing their strategy of deploying all net incoming resources to invest in educational purposes. As a charity, the parents of our pupils have the assurance that all the income of the School must be applied for educational purposes. As an educational charity we enjoy tax exemption on our educational activities and on our investment income and gains provided these are applied to our charitable aims.

We pay tax as an employer through the national insurance contributions we make.

The school is mainly financed directly by parents and the Polish Government.

### **3.2 Reserves and Financial Health**

The Trustees regularly review the finances, budgets, and spend against budget together with a monthly cash flow analysis as part of the effective stewardship of the School.

### **3.3. The financial report**

Total funds: £102,657 including unrestricted funds £98,756 and restricted funds £3,901.

Total spending: £98,767

We have huge financial support from Polish and British organizations:

Stowarzyszenie Wspólnota Polska (Senat RP): £3,901

**You will find details of the financial report in a separate attachment.**

## **4. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **4.1. Role Of School Trustees**

Polish Saturday School in Crawley is run by a board of volunteer parents whose children attend the school. They are trustees of the School. Holding the roles of trustees they are involved in most of the decision-making. Our charity trustees are responsible for the overall management and control of The Polish Saturday School in Crawley.

Being a school trustee is an interesting and rewarding way of becoming involved in school life.

## **4.2.The Trustees Meetings**

Trustees meet regularly. During the 2021/2022 school year trustees had 3 face to face meetings.

## **4.3. No Benefits for Trustees**

All trustees give of their time freely and no remuneration or expenses were paid in the year. No Trustee or person connected with a Trustee received any benefit from the school's budget.

## **4.4. Trustees Recruitment and Training**

The Governing body requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new trustees the important attribute is a passion for the work of our Schools and an understanding of education as a holistic and rounded experience of personal growth. We advertise straight to school parents for new trustees. We had two trustees who resigned during the last two school years for personal or work-related reasons.

## **4.5. Key management personnel**

The Trustees consider that they, together with the Headteacher and the Deputy comprise the Key Management Personnel. The Trustees give the pay and remuneration of the Head Teachers, Deputy, Teachers, and all paid staff is set by the Finance Committee and is kept under annual review.

### **A number of criteria are used in setting pay:**

- nature of the role and responsibilities
- competitor salaries in the area
- the sector average salary for comparable positions
- trends in pay in recent years.

A clear pay system in the School has affected the ease of recruitment to certain roles.

The Trustees can pay higher salaries or refund costs for exceptional candidates where this is in the interest of the School.

All financial aspects comply with the law and employing rules.

### **4.6. Organizational Management**

The Trustees determine the general policy of the School. The day-to-day running of the School is delegated to the Head, supported by Deputy and senior staff.

The Headteacher undertakes the key leadership role of overseeing educational and administrative functions in consultation with the Deputy and senior staff. The day-to-day administration of the School is undertaken within the policies and procedures approved by the Trustees which provide for only significant expenditure decisions and major capital projects to be referred to the Trustees for prior approval.

The Head oversees the recruitment of all educational staff. The Trustees oversee the recruitment of administrative and non-teaching support staff like duty parents.

The Head and Deputy are invited to attend Trustees' meetings.

## **5. RISK MANAGEMENT**

The Trustees are responsible for overseeing the risks faced by the School. Detailed considerations of risk are delegated to the Headteacher and Senior Management of the School. Risks are identified and assessed and controls are established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips, events, and community access.

**The main risks that the Trustees have identified and the plans to manage those risks are:**

**1. Governance.** The trustee board is lacking relevant skills and time to 'do more'. Trustees need to consider their effort and possibilities.

**2. Money.** Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due. We operate on a low level of reserves. This risk is managed by marketing activity and active cash-flow management. The school has an additional source of funding every year which is The Polish Government grant but we never can be sure whether we receive it or the amount of donation so we cannot include this funding in the school income. It can be a reserve for some extra activities or projects.

**3. Reputation.** The School's success is built on its reputation for the education and well-being of our pupils. We manage this risk through safeguarding policies, staff recruitment policies, and active identification and resolution of health and safety-related issues.

**4. Curriculum.** Educational excellence requires the ablest teachers with state-of-the-art facilities to deliver the curriculum to able students. We manage this risk by offering salaries paid to the teaching staff. We also constantly looking for the best teachers and assistants in the community. AQA has introduced changes in the Polish GCSE and A-level exams. So we need to adapt our teaching to the new Specifications.

**5. Staff.** We find problems with finding enough qualified teachers, especially when some members of staff need a break because of maternity or life changes. We keep the permanent recruitment.

**6. Venue.** We use St Wilfrid's premises but sometimes some complaints occur, which can destroy the relationship between us and the St. Wilfrid's School's management. We try to compromise in difficult situations.

## **7. Rotation of students.**

Through the risk management processes established for the School, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognized that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

## **6. FUTURE PLANS**

### **6.1. The strategies of the School Maintaining**

The Trustees intend to continue their current strategies of maintaining the School's position by investing to provide high-quality education for our pupils.

The Headteacher continues to review the curriculum to ensure that the educational qualifications remain appropriate for our pupils' development.

### **6.2. Financial plans**

Our future plans will be financed primarily from fee income. The funds from Polish Government will be limited so we need to apply for some funds and grants offered by the educational organizations or local authorities.

The Trustees have prepared the Budget for the school year 2021/2022.

### **6.3. Key Objectives For The School Year 2021/2022**

- to recruit more qualified teachers

We constantly feel a lack of teachers. Even if we recruited some new staff during the school year, some teachers leave the school because of their everyday duties, mainly other jobs. Many teachers referred offs on some Saturdays so we need to recruit some supply teachers.

- to take care of the teacher's qualifications

The profile of students is changing. We have mostly students who were born in the UK and whose first language is English. It affects the methods of learning and demands some new knowledge, flexibility, and abilities from teachers. We need to support them by organizing more training and professional courses.

- to update the school's website

We are working on our school website.

- to manage the school's data

The school's data is quite a big problem for us, especially the management of recruitment and financial aspects. We will look for the best solutions and we will take a few administrative steps to resolve those problems.

- to control the school's budget monthly

We plan to have an eye on the group's expenses and the school's budget every month to make sure we have a balance between income and expenditure.

## 7. THE CHARITY TRUSTEES

New Trustees are appointed by the existing Board of Trustees.

From July 2021 to June 2022 we had 4 trustees:

Mrs Joanna Krupa

Mrs Zaneta Tofil

Mr Andrzej Skulski

Mrs Kamila Zalewska

## CONTACT DETAILS

### **Addresses:**

Polish Saturday School, CCVS, Gleneagles Court, Brighton Rd, Crawley RH10 6AD

### **A place where we have lessons:**

St Wilfrid's Catholic School, Old Horsham Road, Crawley, RH11 8PG

Website [www.szkolawcrawley.org](http://www.szkolawcrawley.org)

Registered Charity No: 1163462



Polish Saturday School in Crawley		No. (if any)	
<b>Receipts and payments accounts</b>			
For the period from		01/07/2021	To 30/06/2022
<b>CC16a</b>			

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parents fees	98,456	-	-	98,456	61,906
Grant from Wspolnota Polska	-	3,901	-	3,901	2,100
Grant from Polish Embassy	-	-	-	-	400
Winter holiday	-	-	-	-	-
Ground work	-	-	-	-	500
ZHP	300	-	-	300	420
HMRC JRS	-	-	-	-	21,353
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>98,756</b>	<b>3,901</b>	<b>-</b>	<b>102,657</b>	<b>86,680</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>98,756</b>	<b>3,901</b>	<b>-</b>	<b>102,657</b>	<b>86,680</b>
<b>A3 Payments</b>					
Salaries	70,198	-	-	70,198	62,790
Premises	7,185	3,901	-	11,086	7,658
Office and learning materials	13,217	-	-	13,217	13,167
Children entertainment	-	-	-	-	-
Training	1,240	-	-	1,240	1,372
Staff welfare	-	-	-	-	-
Insurance	464	-	-	464	453
Telephone	263	-	-	263	541
Computer expenses	531	-	-	531	80
Sundry purchases	-	-	-	-	-
Travel	252	-	-	252	248
Accountancy	1,440	-	-	1,440	1,800
Subscriptions	96	-	-	96	88
Office equipment	-	-	-	-	-
Bank charges	-	-	-	-	-
L&P	-	-	-	-	151
<b>Sub total</b>	<b>94,886</b>	<b>3,901</b>	<b>-</b>	<b>98,787</b>	<b>88,348</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tablets	-	-	-	-	-
Printer Epson Eco Tank	627	-	-	627	150
<b>Sub total</b>	<b>627</b>	<b>-</b>	<b>-</b>	<b>626.64</b>	<b>150</b>
<b>Total payments</b>	<b>95,513</b>	<b>3,901</b>	<b>-</b>	<b>99,414</b>	<b>88,498</b>
<b>Net of receipts/(payments)</b>	<b>3,243</b>	<b>-</b>	<b>-</b>	<b>3,244</b>	<b>1,818</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>25,695</b>	<b>-</b>	<b>-</b>	<b>25,695</b>	<b>27,513</b>

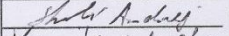
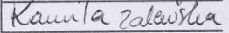
Cash funds this year end 28,939 - -

28,939 25,695

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current accounts	28,939	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>28,939</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Acer Tablet	Unrestricted	170	-
	Acer Tablet	Unrestricted	180	-
	Acer Tablet	Unrestricted	170	-
	Microphone	Restricted	258	-
	Printer	Unrestricted	480	-
	Printer	Unrestricted	345	-
	Lenovo	Unrestricted	319	-
	Dell	Unrestricted	499	-
	Samsung A20E	Unrestricted	150	-
	Printer Epson	Unrestricted	627	-
<b>B5 Liabilities</b>			-	-
			-	-
			-	-
			-	-
			-	-

Signed by one or two trustees on  
behalf of all the trustees

	Signature	Print Name	Date of approval
Andrzej Skulski		SKULSKI ANDRZEJ	25/02/23
Kamila Zalewska		KAMILA ZALEWSKA	25/02/23

Independent examiner's report  
to the trustees of "Polish Saturday School in Crawley"

Charity no: 1163462

I report on the accounts of the Trust for the year ended 30 June 2022, which are set out on pages 1 to 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
3. and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: *KATARZYNA CHIVA*

Relevant professional qualification or body: *L1BF -> DIPFA*

Address: *21a Church St, Deeping St James, PE6 8HF*

Date: *28/03/2023*

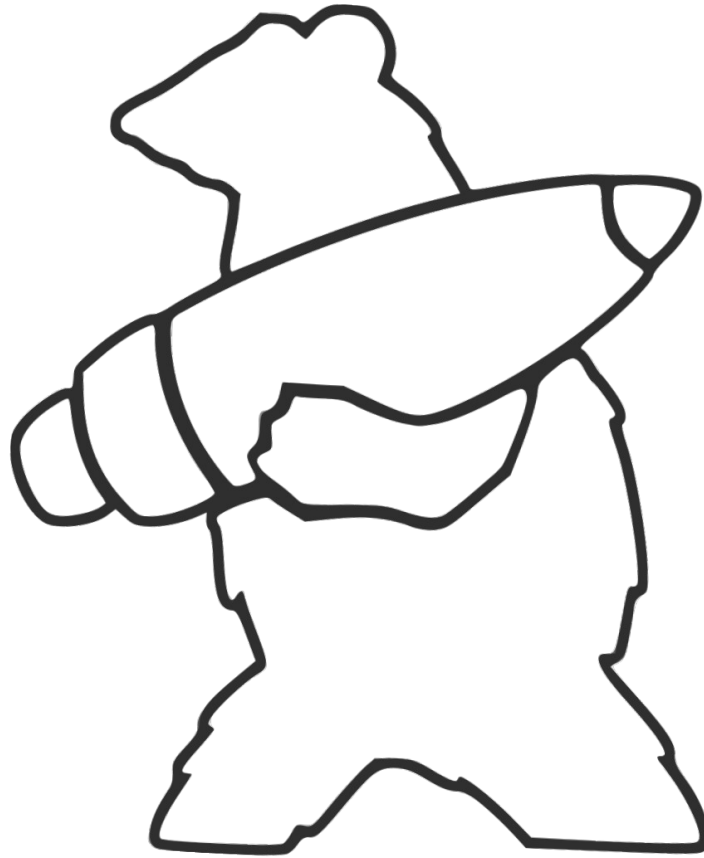
**POLISH SATURDAY SCHOOL IN CRAWLEY**

England & Wales - Charity number 1163462

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# Accounts

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## **Report of the trustees for the year ending 30 June 2021**

The Trustees of The Polish Saturday School in Crawley present their annual report and audited accounts for the year ended 30 June 2021 and confirm they comply with the requirements of the Charities Act 2011.

# 1. OUR OBJECTS

The objects of the School are the advancement of education for the public benefit of the Polish language, culture, tradition, and heritage. We aim to provide education and to integrate into the local cultural environment and British society.

## 1.1 The advancement of education

<b>Our key objectives for the year included:</b>	
<b>Plan</b>	<b>Action</b>
<ul style="list-style-type: none"><li>• to sort out the administrative aspects of the organization</li></ul>	Reviewing the school's policies and procedures. Updating of documentation in the school's paper files and on the website. Induction of the GDPR policies and documentation.
<ul style="list-style-type: none"><li>• to improve the health and safety of students</li></ul>	Nominating Health & Safety officers and updating the H&S policy. Controlling and planning in advance the duty parents' responsibilities. Reminding St Wilfrid's facilities manager about the fire evacuation drill.
<ul style="list-style-type: none"><li>• to provide resources and materials</li></ul>	Buying the crafts, exercise books, and school equipment needed in the school's groups.
<ul style="list-style-type: none"><li>• to add Polish GCSE and AS-level to the curriculum options.</li></ul>	Preparing the students for Polish GCSE (16 students). Preparing GCSE teacher for the new exam's specifications.
<ul style="list-style-type: none"><li>• to enhance and improve the co-curricular provision for pupils</li></ul>	Using the course books and teaching sources recommended by

## Polish Saturday School in Crawley

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	The Ministry of National Education and the educational organizations.
<ul style="list-style-type: none"> <li>to build up a Polish book collection or Polish books translated into English and to run the classroom's libraries.</li> </ul>	Buying new books is recommended to read to children and by children.
<ul style="list-style-type: none"> <li>to deliver to the staff and volunteer opportunity to participate in the training and courses</li> <li>to cover the cost of training for Trustees and Staff</li> </ul>	<p>Participating on a regular basis in the online training on Tuesdays &amp; Wednesdays organized by 'The Polish Teachers' Club' (Klub Nauczyciela -</p> <p>As well as in individual trainings with professionals (ODN, ORPEG, Wspólnota Polska)</p>
<ul style="list-style-type: none"> <li>to support the children with learning difficulties.</li> <li>to provide the psychological care for pupils and their families</li> </ul>	<p>Give the children additional learning support if they need it after normal classes.</p> <p>Organizing the 1:1 sessions with the psychologist every time when is required by students, parents, or staff. Only until When we had to stop due to National Lockdown we were organizing teacher-students meetings online to support students' wellbeing.</p> <p>Advising and encouraging staff and students to take part in online psychologist sessions.</p>
<ul style="list-style-type: none"> <li>to celebrate the national days</li> </ul>	1 <sup>st</sup> November - remembering of Polish citizens who died in the local area, especially the Polish Olympic, Mr Jerzy Braun (we take care of his grave), visiting the cemetery and

## Polish Saturday School in Crawley

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	<p>Memorial places.</p> <p>11<sup>th</sup> November (Remembering Day) Special</p> <p>1<sup>st</sup>-3<sup>rd</sup> May (The Days of the Polish Flag, The Constitution, and the Poles living abroad - Polish Heritage Days) were celebrated.</p>
<ul style="list-style-type: none"> <li>to celebrate the most important calendar events</li> </ul>	<p>Celebrating the 102<sup>th</sup> anniversary of Poland's Independence (November 2020) - the school assembly couldn't take place due to National Lock Down.</p>
<ul style="list-style-type: none"> <li>to celebrate and spread the information of the School's mascot - Wojtek the Soldier Bear and the Polish soldiers who fought during the 2WW</li> </ul>	<p>Special Wojtek remembering lessons and competitions.</p> <p>Giving the mascot of Wojtek to preschool children.</p>
<ul style="list-style-type: none"> <li>to participate in some co-curricular activities and competitions</li> </ul>	<p>The school's/groups competitions within polish schools. Such as:</p> <ul style="list-style-type: none"> <li>*The first online tournament of the IPN Independent Game.</li> <li>* The 1st World Polonia Wojtek Teddy Bear Tournament</li> <li>*The "Word of Poland" recitation competition.</li> <li>* In the 2nd Remote Olympiad of Polish Schools.</li> <li>* In the competition for the best Christmas decorations organized by Poland Street in cooperation with the Embassy of the Republic of Poland in London</li> <li>* In the international literary and art competition on the occasion of the International, Mother Language Day</li> </ul>

## Polish Saturday School in Crawley

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	2021 "Proverbs are the wisdom of the nation".
<ul style="list-style-type: none"> <li>to involve some parents, including trustees to other roles and duties</li> </ul>	Fire Marshal First Aiders Leader

### 1.2 Integration

#### A. into the local cultural environment

Facilitate partnerships with external institutions to build children's confidence and allow them to learn new skills.

#### B. into British society

#### **Our key objectives for the year included:**

<b>Plan</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>to integrate the Boarding Trustees and the teaching staff</li> </ul>	Staff and Trustees meetings.  The end of the school year party for Staff, Trustees, and Families couldn't take place in connection with government recommendations and introduced restrictions to avoid the spreading of covid 19.
<ul style="list-style-type: none"> <li>to assist Polish children and their families arriving in the area to integrate into a new environment</li> </ul>	Giving the children and parents advice on where to find some public services, schools etc.
<ul style="list-style-type: none"> <li>to assist the children to recognize their status as the students of the Polish supplementary school</li> </ul>	The School's ID to Polish children living abroad - the project of the President of the Republic of Poland
<ul style="list-style-type: none"> <li>to assist the teachers to recognize their qualifications as the teachers of the supplementary school abroad</li> </ul>	The School's ID to Polish teachers working abroad in the Polish supplementary schools - the project of the President of the Republic of Poland  Joining Związek Nauczycielstwa Polskiego za Granicą
<ul style="list-style-type: none"> <li>to cooperate with the Polish scouts' organization</li> </ul>	Common organization and participation at some special events.

## Polish Saturday School in Crawley

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	Our students who are scouts take part in practical voluntary service in the local community.
<ul style="list-style-type: none"> <li>• to develop the co-operation with local authorities and organizations</li> </ul>	Building relationships with Polish Scouts, Groups Advisor (Crawley Community & Voluntary Service) Building relationships with Crawley Diverse organization
<ul style="list-style-type: none"> <li>• to play our part in the life of our local community through our community access and service programs</li> </ul>	Updating the school's website and school Facebook page to make it the mainstream of ongoing information. To be active on the Facebook parents group. To spread the urgent and the most important information through the mobile and e-mails. To collect the signed Code of Conduct for Parents to avoid some prohibited behavior in the school area and to keep financial fluency.
<ul style="list-style-type: none"> <li>• to improve the ways of sending information to parents</li> </ul>	Open event at the beginning of the year was canceled as per restrictions due to Covid-19 spreading. Information was sent via e-mail.
<ul style="list-style-type: none"> <li>• to promote the Polish Culture and Heritage to other nations</li> </ul>	

## **2. REVIEW OF ACTIVITIES AND FEES**

### **2.1. Pupils and staff numbers**

Our educational activities are carried out through our Preschool classes, Primary classes and Secondary classes. The popularity of the school has been demonstrated in the strong demand for places and the provision of additional classes for preschool children. The number of pupils in the children's classes reached 304 students.

The number of staff was 35 teachers including classrooms assistants. We also had 4 duty parents.

### **2.2. The fees**

#### **Family discounts policy**

To underline the value we place on continuity for families, we offer discounts where parents have more than one child at the School.

#### **Our fees for the 2020/2021 year were:**

£360 per one child, £580 per two or £700 per three children or more .

#### **We also had the fees:**

**Enrolment Fee** - £10 required to enrol on an official register. Paid once. Not refundable in a case of leaving the school.

**Textbooks Fee** - the school orders the textbooks behalf of students and parents repay the cost which is from £15 to £30 (depends on the group).

### **2.3. Access and Assistance**

It is important to us that access to the education we offer is not restricted to those who can afford our fees.

Parents who have any problems with payments are asked to submit a written request to trustees for postponement of monthly payment or a total exemption. We make every effort to assist parents on limited budgets.

## **3.OUR FINANCES**

### **3.1. The financial strategy**

The Trustees are continuing their strategy of deploying all net incoming resources to investing in the educational purposes. As a charity the parents of our pupils have the assurance that all the income of the School must be applied for educational purposes. As an educational charity we enjoy tax exemption on our educational activities and on our investment income and gains provided these are applied for our charitable aims.

We pay tax as an employer through the national insurance contributions we make.

The school is mainly financed directly by parents and the Polish Government.

### **3.2 Reserves and Financial Health**

The Trustees regularly review the finances, budgets and spend against budget together with a monthly cash flow analysis as part of the effective stewardship of the School.

### **3.3. The financial report**

Total funds: £86,680, including unrestricted funds £63,226 and restricted funds £23,453.

Total spending: £88,498

We have huge financial support from Polish and British organizations:

Stowarzyszenie Wspólnota Polska (Senat RP): £2.100.

**You will find details of the financial report in a separate attachment.**

## **4. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **4.1. Role Of School Trustees**

Polish Saturday School in Crawley is run by a board of volunteer parents whose children attend the school. They are trustees of the School. Holding the roles of trustees they are involved in most of the decision-making. Our charity trustees are responsible for the overall management and control of The Polish Saturday School in Crawley.

Being a school trustee is an interesting and rewarding way of becoming involved in school life.

### **4.2.The Trustees Meetings**

Trustees meet regularly. During the 2020/2021 school year trustees had 2 meetings in the face.

### **4.3. No Benefits for Trustees**

All trustees give of their time freely and no remuneration or expenses were paid in the year. No Trustee or person connected with a Trustee received any benefit from the school's budget.

### **4.4. Trustees Recruitment and Training**

The Governing body requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new trustees the important attribute is a passion for the work of our Schools and an understanding of education as a holistic and rounded experience of personal growth. We advertise straight to school parents for new trustees. We had two trustees who resigned during the last two school years for personal or work-related reasons.

## **4.5. Key management personnel**

The Trustees consider that they, together with the Headteacher and the Deputy comprise the Key Management Personnel. The Trustees give the pay and remuneration of the Head Teachers, Deputy, Teachers, and all paid staff is set by the Finance Committee and is kept under annual review.

### **A number of criteria are used in setting pay:**

- nature of the role and responsibilities
- competitor salaries in the area
- the sector average salary for comparable positions
- trends in pay in recent years.

Clear pay system in the School has affected the ease of recruitment to certain roles.

The Trustees can pay higher salaries or refund costs for exceptional candidates where this is in the interest of the School.

All financial aspects comply with the law and employing rules.

## **4.6. Organizational Management**

The Trustees determine the general policy of the School. The day-to-day running of the School is delegated to the Head, supported by Deputy and senior staff.

The Headteacher undertakes the key leadership role of overseeing educational and administrative functions in consultation with the Deputy and senior staff. The day-to-day administration of the School is undertaken within the policies and procedures approved by the Trustees which provide for only significant expenditure decisions and major capital projects to be referred to the Trustees for prior approval.

The Head oversees the recruitment of all educational staff. The Trustees oversee the recruitment of administrative and non-teaching support staff like duty parents.

The Head and Deputy are invited to attend Trustees' meetings.



## 5. RISK MANAGEMENT

The Trustees are responsible for overseeing the risks faced by the School. Detailed considerations of risk are delegated to the Headteacher and Senior Management of the School. Risks are identified and assessed and controls are established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips, events, and community access.

**The main risks that the Trustees have identified and the plans to manage those risks are:**

**1. Governance.** The trustee board is lacking relevant skills and time to 'do more'. Trustees need to consider their effort and possibilities.

**2. Money.** Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due. We operate on a low level of reserves. This risk is managed by marketing activity and active cash-flow management. The school has an additional source of funding every year which is The Polish Government grant but we never can be sure whether we receive it or the amount of donation so we cannot include this funding in the school income. It can be a reserve for some extra activities or projects.

**3. Reputation.** The School's success is built on its reputation for the education and well-being of our pupils. We manage this risk through safeguarding policies, staff recruitment policies, and active identification and resolution of health and safety-related issues.

**4. Curriculum.** Educational excellence requires the most able teachers with state-of-the-art facilities to deliver the curriculum to able students. We manage this risk by offering salaries paid to the teaching staff. We also constantly looking for the best teachers and assistants in the community. AQA has introduced the changes in the Polish GCSE and A-level exams. So we need to adapt our teaching to the new Specifications.

**5. Staff.** We find problems with finding enough qualified teachers, especially when some members of staff need a break because of maternity or life's changes. We keep the permanent recruitment.

**6. Venue.** We use St Wilfrid's premises but sometimes some complaints occur, which can destroy the relationship between us and the St Wilfrid's School's management. We try to compromise in difficult situations.

**7. Rotation of students.**

Through the risk management processes established for the School, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognized that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

## **6. FUTURE PLANS**

### **6.1. The strategies of the School Maintaining**

The Trustees intend to continue their current strategies of maintaining the School's position by investing to provide high-quality education for our pupils.

The Headteacher continues to review the curriculum to ensure that the educational qualifications remain appropriate for our pupils' development.

### **6.2. Financial plans**

Our future plans will be financed primarily from fee income. The funds from Polish Government will be limited so we need to apply for some funds and grants offered by the educational organizations or local authorities.

The Trustees have prepared the Budget for the school year 2020/2021.

### **6.3. Key Objectives For The School Year 2020/2021**

- to recruit more qualified teachers

We constantly feel a lack of teachers. Even if we recruited some new staff during the school year, some teachers leave the school because of their everyday duties, mainly other jobs. Many teachers referred off on some Saturdays so we need to recruit some supply teachers.

- to take care of the teacher's qualifications

The profile of students is changing. We have mostly students who were born in the UK and whose first language is English. It affects the methods of learning and demands some new knowledge, flexibility, and abilities from teachers. We need to support them by organizing more training and professional courses.

- to update the school's website

We are working on our school website.

- to manage the school's data

# Polish Saturday School in Crawley

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The school's data is quite a big problem to us, especially management of recruitment and financial aspects. We will look for the best solutions and we will take a few administration steps to resolve those problems.

- to control the school's budget monthly

We plan to have an eye on the group's expenses and the school's budget every month to make sure we have a balance between the income and the expenditure.

## 7. THE CHARITY TRUSTEES

New Trustees are appointed by the existing Board of Trustees.

From July 2020 to June 2010 we had 4 trustees:

Mrs Joanna Krupa

Mrs Zaneta Tofil

Mr Andrzej Skulski

Mrs Kamila Zalewska

## CONTACT DETAILS

### **Addresses:**

Polish Saturday School, CCVS, Gleneagles Court, Brighton Rd, Crawley RH10 6AD

### **Place where we have lessons:**

St Wilfrid's Catholic School, Old Horsham Road, Crawley, RH11 8PG

Website [www.szkolawcrawley.org](http://www.szkolawcrawley.org)

Registered Charity No: 1163462



		<b>CC16a</b>
<b>Receipts and payments accounts</b>		
For the period from		To

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Parents fees	61,906	-	-	61,906	76,207
Grant from Wspolnota Polska	-	2,100	-	2,100	2,097
Grant from Polish Embassy	400	-	-	400	-
Winter holiday	-	-	-	-	10,584
Ground work	500	-	-	500	-
ZHP	420	-	-	420	626
HMRC JRS	-	21,353	-	21,353	7,369
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>63,226</b>	<b>23,453</b>	<b>-</b>	<b>86,680</b>	<b>96,883</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>63,226</b>	<b>23,453</b>	<b>-</b>	<b>86,680</b>	<b>96,883</b>
<b>A3 Payments</b>					
Salaries	41,437	21,353	-	62,790	60,445
Premises	5,558	2,100	-	7,658	9,508
Office and learning materials	13,167	-	-	13,167	8,685
Children entertainment	-	-	-	-	10,621
Training	1,372	-	-	1,372	-
Staff welfare	-	-	-	-	2,383
Insurance	453	-	-	453	453
Telephone	541	-	-	541	414
Computer expenses	80	-	-	80	331
Sundry purchases	-	-	-	-	-
Travel	248	-	-	248	933
Accountancy	1,800	-	-	1,800	1,500
Subscriptions	88	-	-	88	-
Office equipment	-	-	-	-	818
Bank charges	-	-	-	-	-
L&P	151	-	-	151	137
<b>Sub total</b>	<b>64,895</b>	<b>23,453</b>	<b>-</b>	<b>88,348</b>	<b>96,228</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Tablets	-	-	-	-	-
Samsung 42A	150	-	-	150	-
<b>Sub total</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>150.00</b>	<b>-</b>
<b>Total payments</b>	<b>65,045</b>	<b>23,453</b>	<b>-</b>	<b>88,498</b>	<b>96,228</b>
<b>Net of receipts/(payments)</b>	<b>- 1,818</b>	<b>0</b>	<b>-</b>	<b>- 1,818</b>	<b>656</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>27,469</b>	<b>44</b>	<b>-</b>	<b>27,513</b>	<b>26,857</b>
<b>Cash funds this year end</b>	<b>25,651</b>	<b>44</b>	<b>-</b>	<b>25,695</b>	<b>27,513</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current accounts	25,651	44	27,513
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>25,651</b>	<b>44</b>	<b>27,513</b>

(agree balances with receipts and payments account(s))

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-



**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Acer Tablet	Unrestricted	170	-
Acer Tablet	Unrestricted	180	-
Acer Tablet	Unrestricted	170	-
Microphone	Restricted	258	-
Printer	Unrestricted	460	-
Printer	Unrestricted	345	-
Lenovo	Unrestricted	319	-
Dell	Unrestricted	499	-
Samsung A20E	Unrestricted	150	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

	Signature	Print Name	Date of approval
Andrzej Skulski		ANDRZEJ SKULSKI	01/04/2022
Joanna Krupa		JOANNA KRUPA	01/04/2022

Independent examiner's report  
to the trustees of "Polish Saturday School in Crawley"

Charity no: 1163462

I report on the accounts of the Trust for the year ended 30 June 2021, which are set out on pages 1 to 2.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
3. and to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: *KATARZYNA CHIVA*

Relevant professional qualification or body:

Address: *21a Church St, Deeping St James, PE 6 8HF*

Date: *03/05/2022*

*LIBF IFA*