



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

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

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

Polish Saturday School in Crawley

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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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.

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
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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 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.

5. Risk Management

The school monitors and manages risks, including:

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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.
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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)
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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.

Polish Saturday School in Crawley

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

e-mail: szkola@szkolawcrawley.org

Registered Charity No: 1163462



Polish Saturday School in Crawley		No (if any)	
Receipts and payments accounts			
For the period from	1/10/2023	To	30/09/24
			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 £
A1 Receipts					
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	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	119,753	850	-	120,603	112,064
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	119,753	850	-	120,603	112,064
A3 Payments					
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	726
Accountancy	1,728	-	-	1,728	1,512
Subscriptions	1,456	-	-	1,456	87
Office equipment	-	-	-	-	-
Cash taekn	200	-	-	200	-
L&P	116	-	-	116	13
Sub total	119,106	850	-	119,956	113,137
A4 Asset and investment purchases, (see table)					
Tablets	-	-	-	-	-
Phone	1,185	-	-	1,185	470
Maker machine	320	-	-	320	197
Sub total	1,505	-	-	1,504.93	667
Total payments	120,611	850	-	121,461	113,804
Net of receipts/(payments)	- 858	-	-	- 858	- 1,739
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,201	-	-	27,201	28,939
Cash funds this year end	26,343	-	-	26,343	27,201

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
	-
	-
Total cash funds	26,343
(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	
	-
	-
	-
	-
	-
	-

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

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
Xerox 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

Andrzej Skulski
Tomasz Sokolowski

Signature

Print Name

Date of approval

Skulski Andrzej
Sokolowski

SKULSKI ANDRZEJ
SOKOLOWSKI TOMASZ

01/04/25
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

