

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

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.

1. Charitable Purpose and Objectives

1.1 Advancement of Education

Polish Saturday School in Crawley

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

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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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

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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.

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

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.

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.

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

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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.

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)		CC16a
Receipts and payments accounts				
For the period from	01/07/2024	To	30/06/2025	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
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	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	141,163	35,656	-	176,819	120,603
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	141,163	35,656	-	176,819	120,603
A3 Payments					
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
Sub total	145,363	30,371	-	175,734	119,956
A4 Asset and investment purchases, (see table)					
Tablets	-		-	-	
Currys - Samsung		1,299		1,299	1,185
Novo IT -laptops and printers		3,986	-	3,986	320
Sub total	-	5,285	-	5,285.00	1,505
Total payments	145,363	35,656	-	181,019	121,461
Net of receipts/(payments)	- 4,200	- 0	-	- 4,200	- 858
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,343	-	-	26,343	27,201
Cash funds this year end	22,143	- 0	-	22,143	26,343

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	22,143	-	-
		-	-	-
		-	-	-
	Total cash funds	22,143	-	-

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

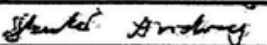

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	-
			-	-
			-	-
			-	-
			-	-

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 Chira*
Relevant professional qualification or body: *FCA rep: KXC 01557*
Address: *Greenhill house, First Floor, Block B, PE3 6RU*
Date: *31/03/2026*

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