



holland park
pre-school

holland park, abbotsbury road
london W8 6LU. Tel 020 7603 2838

HOLLAND PARK PRE-SCHOOL

ANNUAL REPORT

APRIL 2020 – MARCH 2021

REGISTERED CHARITY

1037365

HOLLAND PARK PRE-SCHOOL

APRIL 2020 – MARCH 2021

Due to the COVID-19 Pandemic Holland Park Pre-School had a very different, difficult and unprecedented year.

Holland Park Pre-School closed on the 20th March 2020 after the Government Announced the lockdown of all Schools and Early Years settings.

During this period of time we continued to keep all of our families updated on any developments linked to Government Advice at the time.

We sent out links to Government and Educational websites that contained important advice, and activities that parents or carers could do at home with their children. We hoped that the children could continue to learn and develop their skills at home during this time.

In line with Government requirements we maintained weekly communication with the families of our most vulnerable children offering them extra support and help when needed. We also focused on the importance of maintaining one's mental health and provided links to access help if needed.

We continued to work very closely with RBKC Children's Services Team, the Early Years Intervention Team, Speech and Language Team and Families Services. This transparent communication was absolutely vital over this difficult period of time and continues to be an essential tool when working with our most vulnerable families.

Lockdown also brought with it, financial implications, we suddenly lost our Termly Fee Income which meant that in April 2020 all staff had to be furloughed.

During May 2020 we experience some very big thunderstorms and lots of heavy rain.

The Pre-School Building is located in the grounds of Holland Park, on the inside of the children's Playground area, this area had been closed to the public for the entire duration of the first Lockdown period.

In order to check the building, we had to acquire permission from the parks manager to enter the area. This proved difficult to obtain as all the Parks Office staff were working from home.

Once we had obtained this and were able to enter the Pre-School building, to our horror the building had sustained severe water damage due to build-up of water on the roof. Water was pouring down the interior walls.

As soon as we were able to, we began to engage contractors to start the process of repair. However, the building had to be aired and dried out completely before work could begin.

This could not have happened at a more challenging time for us.

Although the Government later announced that Early Years Settings would be permitted to open in June 2020, we sadly were not able to reopen due to the ongoing building works. This was a very disappointing and disheartening time for us and our families.

We continued to communicate with our families through this period of time and set up some face to face Zoom and Teams meetings. We especially focused on the children that were going onto Primary Schools in the coming September 2020.

At the end of every July, we would normally have a Pre-School graduation ceremony and celebration with all of our families attending so it was particularly sad that due to the Pandemic we were not able to do this.

Not to physically get to wish the children well as they continued on to the next stage of their learning journey was particularly difficult.

Over this period of time we put together our COVID-19 Risk Assessment. This document was and is constantly under review based on the changing information that we were and are receiving from the government.

We were finally able to re-open Holland Park Pre-School in September 2020.

Things looked and felt very different in the classroom, we had to remove quite a lot of resources in the hope of eliminating items that posed a risk of harbouring or passing on the COVID-19 virus.

We also introduced twice weekly Lateral Flow testing for our staff and the wearing of extra PPE, facemasks and transparent face shields to be used at their own discretion. We introduced antibacterial Gel stations and extra hand washing protocols for staff and children, social distancing and a one-way system. Sadly, we also had to restrict parental access to the classroom.

We dedicated a great deal of time at the beginning of term to ensuring that the children were not frightened by the virus and the changes we had implemented.

We gave them frequent opportunities to talk about their feelings in circle time and during our language groups we read stories about the virus and used flash cards explaining why we had to carefully wash hands often, why the grownups were wearing face coverings and why we had to follow the new government guidelines to keep ourselves and our families safe.

The children were and are remarkably resilient, and quickly adapted to the new normal.

We had hoped to be able to have our parent evening in December 2020, before the holiday period however as the term progressed and the situation with the virus grew more concerning it became clear that we would have to cancel it.

This was a blow to everyone's morale as we had so much been looking forward to it.

We all happily returned to school in January 2021. Our staff and families were eager to get back to Pre-School. Many said that the routine of bringing their children to Pre-School brought them a sense of normal family life.

Being inside Holland Park gives us the opportunity to take advantage of our incredibly beautiful environment, we resumed our trips into the park much to the delight of the children and staff.

We visited the Formal Gardens, the Japanese Kyoto Garden, the Forest Areas and played games in the Green Grassed areas.

We tried and planned to go into the Park twice weekly and only missed on two occasions due to staff absence for self-isolation purposes.

With Easter approaching we planned our Yearly Easter Egg Hunt.

Although not able to invite our families, it was a huge success with the children.

We made Easter Bonnets and then they eagerly hunted for and collected their eggs.

We were later able to share photos of the day with our families.

Holland Park Pre-School staff and committee would like to extend a huge thank you to everyone that worked alongside us and supported us through this very challenging year, and enabled us to deliver Support, care and education to our children and their families.

Thank You

A handwritten signature in black ink that reads "Anna Makeham". The signature is written in a cursive style with a long, sweeping tail that loops back under the name.

Anna Makeham

Chair Management Committee
HOLLAND PARK PRE-SCHOOL

Charity Registration No. 1037365



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FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2021

Holland Park Pre-School

Registered as an Educational Charity

Charity Information - 31st March 2021

Officers:	Annamaria Orsi	Chair Person
	Giulia Leonessi	Treasurer
	Joana Piek-Azzadi	Secretary

Registered Charity Number: 1037365

Registered Office: The One O'Clock Club
Stable Yard
Holland Park
Abbotsbury Road
London
W8 6LU

Bankers: Barclays Bank plc
Office 1 Churchill place
London
E14 5HP

Management Accountant G.K Murugesu FCMA

Holland Park Pre-School Committee Members' Responsibilities in the preparation of financial statements

For the year ended 31st March 2021

Charity Legislation requires the committee to prepare financial statements for each financial year which give a true and fair view of the state of the Charity as at the end of the financial year and the income and expenditure of the Charity for the year ended on that date.

In preparing those financial statements, suitable accounting policies have been used, framed, to the best of the Committee's knowledge and behalf, by reference to reasonable and prudent judgements and estimates and applied consistently. Applicable accounting standards have been followed.

The committee is also required to indicate where the financial statements are prepared other than on the basis that the Charity is a going concern.

The Committee is responsible for ensuring that arrangements are made for keeping proper books of account with respect to the Charity's transactions and its assets and liabilities and for maintaining a satisfactory system of control over the Charity's books of accounts and transactions.

The Committee is also responsible for ensuring that arrangements are made to safeguard the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud detection of fraud and other irregularities.

The Financial Statement have been prepared on Accruals Accounting basis,

from the Accounting records provided by the Holland Park Pre-School Parents Committee.

Prepared by:

**G.K.Murugesu FCMA
Chartered Management Accountant**

Holland Park Pre-School

Statement of Financial Activities for the year ended 31st March 2021

Income and Expenditure	Notes Designated Funds	Restricted Funds	Unrestricted Funds	Total 2021	Total 2020
	£	£	£	£	£
Incoming Resources from Generated Funds					
Voluntary Income	4	0	0	0	778
Investment Income	5	0	0	0	9
Incoming Resources from Charitable Activities					
	6	0	149,423	149,423	148,565
Total Incoming Resources		<u>0</u>	<u>149,423</u>	<u>149,423</u>	<u>149,352</u>
Resources Expended					
Charitable Activities	7	0	141,947	141,947	151,205
Governance Costs	8	0	5,400	5,400	5,400
Fund Raising Costs	9	0	0	0	0
Total Resources Expended		<u>0</u>	<u>147,347</u>	<u>147,347</u>	<u>156,605</u>
Net Incoming Resources		0	2,076	2,076	-7,253
Funds brought forward		0	7,504	7,504	14,757
Transfer of Funds		0	0	0	0
Funds Carried forward		<u>0</u>	<u>9,580</u>	<u>9,580</u>	<u>7,504</u>

All the Charity's operations are classed as continuing.

Statement of Total Recognised Gains and Losses

There were no recognised gains and losses other than those included in the Statement of Financial Activities.

Holland Park Pre-School

Balance Sheet as at 31st March 2021

	Notes	2021 £	2020 £
Current Assets			
Bank Current Account		5,593	9,655
Bank Reserve Account		2,536	86
Debtors		1,451	1,451
		<u>9,580</u>	<u>11,192</u>
Current Liabilities			
Creditors		0	3,688
		<u>0</u>	<u>3,688</u>
Net Assets	3	<u>9,580</u>	<u>7,504</u>
Analysis of Net Assets by Fund			
Unrestricted Funds	3	9,580	7,504
		<u>9,580</u>	<u>7,504</u>

Anna Maria Ono Chair - Holland Park Pre-School

Giulia Luzzati Treasurer - Holland Park Pre-School

Approved on behalf of the Holland Park Pre-School

on 10/09/21 2021

Holland Park Pre-School
Notes to the Financial Statements
For the Year Ended 31st March 2021

1) **Accounting Policies**

Accounting Convention

The Accounts are prepared under the Historical Cost Convention and take into account the recommendations outlined in the Statements of Recommended Practice.

Fixed Assets

Play equipment expenditure is written off to the income and expenditure account in the year in which the expenditure is incurred. All other assets purchased over £1000, not specifically funded are, capitalised, and written off to the Income and Expenditure Account over a period of four years.

	2021	2020
	£	£
2) Staff Costs		
Salaries	72,830	87,476
	<u>72,830</u>	<u>87,476</u>
	2021	2020
Part-time Staff	4	3
No employee was remunerated at a rate of £60,000 (2020 = £60,000).		

3) **Analysis of Funds**

	Unrestricted	Restricted	Total
	Fund	Fund	2021
	£	£	£
Fixed Assets	0	0	0
Current Assets	9,580	0	9,580
Current Liabilities	0	0	0
	<u>9,580</u>	<u>0</u>	<u>9,580</u>

Holland Park Pre-School
Notes to the Financial Statements
For the Year to 31st March 2021

Statement of Financial Activities

Incoming Resources from Generated Funds	Restricted Funds	Unrestricted Funds	Total 2021	Total 2020
	£	£	£	£
4) Voluntary Income				
RBKC	0	0	0	0
Capital Grant	0	0	0	0
Donation & Fund Raising	0	0	0	778
	<u>0</u>	<u>0</u>	<u>0</u>	<u>778</u>
5) Investment Income				
Bank Interest	0	0	0	9
	<u>0</u>	<u>0</u>	<u>0</u>	<u>9</u>
6) Incoming Resources from Charitable Activities				
Fee Income	0	29,236	29,236	48,344
RBKC-MFE & Under 2 Year Grant	0	100,289	100,289	100,221
Other Income		19898	19898	0
	<u>0</u>	<u>149,423</u>	<u>149,423</u>	<u>148,565</u>
Total Incoming Resources	<u>0</u>	<u>149,423</u>	<u>149,423</u>	<u>149,352</u>

Holland Park Pre-School
Notes to the Financial Statements
For the Year Ended 31st March 2021

	Restricted Funds	Unrestricted Funds	2021	2020
	£	£	£	£
7) Charitable Activities				
Salaries	0	72,830	72,830	87,476
Staff Training & Travel	0	7,757	7,757	4,558
Volunteer Expenses	0	1,288	1,288	5,200
Telephone	0	2,389	2,389	2,642
Insurance	0	623	623	614
Heat Light & Water	0	1,180	1,180	1,459
Repairs & Renewals	0	8,874	8,874	10,827
Cleaning	0	8,509	8,509	3,445
Activities	0	2,938	2,938	6,369
Toys & Equipment	0	18,210	18,210	11,813
Consumables	0	14,761	14,761	12,351
Subscription	0	203	203	160
Printing postage stationery & Administration	0	2,065	2,065	3,931
Advertising	0	320	320	360
	<u>0</u>	<u>141,947</u>	<u>141,947</u>	<u>151,205</u>
8) Governance				
Accountancy Fee	<u>0</u>	<u>5,400</u>	<u>5,400</u>	<u>5,400</u>
9) Fund Raising expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Resources Expended	<u>0</u>	<u>147,347</u>	<u>147,347</u>	<u>156,605</u>

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Current Liabilities	0	0	0
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