



# Queen Mary University, London

CENTRE HANDBOOK 2022

UK Language Courses

Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English in the UK

**ALTO** Association of  
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ENGLISH**UK**  
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**YOUNG  
LEARNERS**  
ENGLISH**UK**

## CENTRE HANDBOOK 2022

Thank you very much for your interest in our Queen Mary University Centre. We hope you find everything you need in the following pages but if you have any questions or specific requests then please get in touch with us at Head Office on +44 (0)1244 577995.

We look forward to a successful summer 2022 at Queen Mary University, London!



LONDON, QUEEN MARY  
UNIVERSITY

### SUMMARY



AMAZING  
CITY CENTRE  
LOCATION



LONDON  
EXCURSIONS



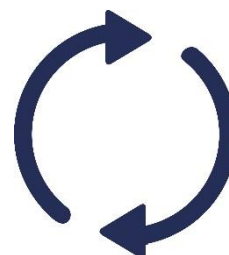
ENSUITE  
ACCOMMODATION



COLLEGE OR  
UNIVERSITY



EXCITING  
EXCURSIONS



SHORT  
TRANSFERS



# Mile End Campus

## Educational/Research

ArtsOne	37
ArtsTwo	35
Arts Research Centre	39
Bancroft Building	31
Bancroft Road Teaching Rooms	10
Peter Landin Building (Computer Science)	6
Engineering Building	15
G.E. Fogg Building	13
G.O. Jones Building	25
Geography	26
Graduate Centre	18
Informatics Teaching Laboratories	5
Joseph Priestley Building	41
Library (L)	32
Law	36
Lock-keeper's Cottage	42
Mathematical Sciences	4
Occupational Health and Safety Directorate	12
People's Palace/Great Hall	16
Queens' Building (i)	19
Scape Building	64
Scape Canalside	
Teaching Rooms	65
Temporary Building	61

## Residential

Albert Stern Cottages	3
Albert Stern House	1
Beaumont Court	53
Chapman House	43
Chesney House	45
Creed Court	57
France House	55
Feilden House	46
Hatton House	40
Ifor Evans Place	2
Lindop House	21
Lodge House	50
Lynden House	59
Maurice Court	58
Maynard House	44
Pooley House	60
Selincourt House	51
Scape Canalside (Residents only)	66
Varey House	49

## Facilities

Advice and Counselling Service	27
Bookshop (B)	22
Canalside	63
Careers Centre	19

Clock Tower	20
CopyShop	56
The Curve (R)	47
Disability and Dyslexia Service	31
Drapers' Bar and Kitchen (R)	8
Ground Café (R)	33
The Nest	24
Housing Hub	48
IT Services	19
Mucci's (R)	29
Occupational Health Service/ Student Health Service	28
Octagon	19a
Portering and Postal Services	17
Qmotion Sport & Fitness Centre	
Sports Hall (H)	7
Santander Bank (£)	62
Security	38/54
St Benet's Chaplaincy	23
Student Enquiry Centre	19
Students' Union Hub (U)	34
Union Shop (R)	9
Village Shop	52
Westfield Nursery	11

**Building closed for major refurbishment**

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## Information

Visitors who require further information or assistance should please go to the main reception in the Queens' Building.

The smoking of cigarettes or tobacco products are **only** permitted at designated smoking areas / shelters indicated on this map.

Electronic cigarettes permitted on outside spaces **only**.

These premises are alarmed and monitored by CCTV; please call Security on +44 (0)20 7882 5000 for more information.

## Key

- Library/bookshop
- Fitness centre
- Refreshment: Bar/Eatery/Coffee place
- Staff car park
- Bicycle parking
- Bicycle lockers
- Cash machine
- Water fountain
- Smoking area / shelter



## CENTRE DESCRIPTION

London is truly one of the world's great cities. Every year it welcomes thousands of international students who want to visit Europe's most popular attractions.

Queen Mary University of London is one of the UK's leading research-focused higher education institutions and a member of the elite "Russell Group" of British universities. It is the perfect base from which juniors can explore the capital. A closed campus in Zone 2, Mile End is just 7 minutes from Bank Station in central London. The accommodation is single en-suite and all catering and classrooms are on-site.

In this centre, we accept students travelling in groups from 11- 17 years old.



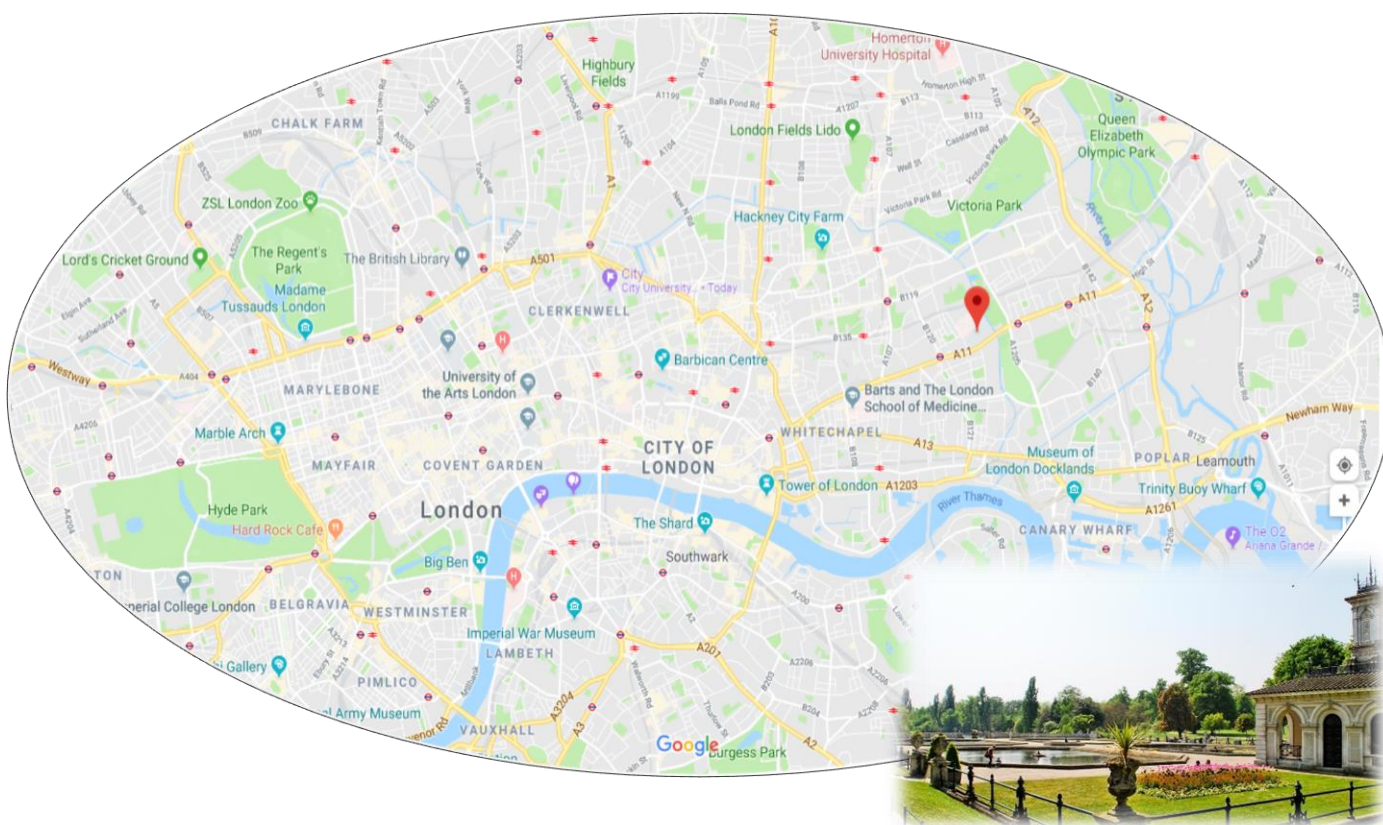
## LOCATION

Queen Mary University of London  
Mile End Road  
London E1 4NS  
+44 (0) 20 7882 5555

Queen Mary University, Mile End Campus is situated in zone 2, just a 5 minutes' walk to Mile End Tube Station.

### Airport transfers:

London Gatwick: 1 hour 15 minutes  
London Heathrow: 1 hour 15 minutes  
London Stansted: 45 minutes  
London City: 20 minutes



London, England's capital, set on the River Thames, is a 21<sup>st</sup>-Century city with history stretching back to Roman times.



## LOCAL AMENITIES

### Post Office

Address: 13 Burdett Rd, Mile End, London E3 4TU (0.3 miles / 5 minutes' walk)

### Supermarket

*Sainsbury's Local*

Address: 430 Mile End Rd, London E1 4PE (400 ft / 1-minute walk)

### ATM

*Sainsbury's Bank*

Address: 430 Mile End Rd, London E1 4PE (400 ft / 1-minute walk)

### Chemist

*Medichem Pharmacy*

Address: 100 White Horse Lane, Stepney, London, E1 4LR (0.2 miles / 5-minute walk)

### Nearest Hospital / Doctors -

*Mile End Hospital*

Address: Bancroft Rd, Bethnal Green, London E1 4DG (0.2 miles / 3 minutes' walk)

Telephone: 020 7377 7000

*N.B. - If a student is ill and requires a doctor, a group leader and a UKLC staff member will take the student to the Kings College Hospital. The student will be required to fill out a temporary patient form and will be seen on the same day.*

### Nearest Dentist

*Mile End Dental Practice*

Address: 227 Mile End Rd, Stepney, London E1 4AA

Telephone: 020 7790 6066

Bus Stops – Turn out of the college and they are approximately 25 metres away. There are frequent buses that run to the City of London.

### Train Stations -

*Mile End Tube Station*

Address: Mile End Rd, Mile End, London E3 4DH

Mile End Tube Station is on the Central, District and Hammersmith & City line.

Walking distance to Mile End Tube Station: 0.3 miles (5 minutes' walk)

### Taxi Companies

*Addison Lee: 020 7407 9000*

### Coffee Shops

*Grand Café* – On the University Campus

*Starbucks* - Serves a variety of light bites and main meals with relaxed surroundings.

Address: 389 Mile End Rd, Mile End, London E3 4QS

Walking distance from : 0.3 miles (5 minutes' walk)

### Local Restaurants

*Verdi's*

Pop into Verdi's for high end Italian at this modern neighbourhood restaurant that's become a bit of a local gem. Fresh Italian pastas are the knockout here with the pizzas not far behind. The menu changes regularly, but keeps everything affordable. Great for a mid-week low key meal.

237 Mile End Rd, Stepney, London E1 4AA.

Walking distance from Queen Mary University: 0.2 miles (2 minutes' walk)

*Palmer's*

Palmer's is a bit of an institution. This family-run restaurant focuses on British cuisine with most of the ingredients from Billingsgate and Spitalfields markets to keep things proper East End. There's no jellied eels in sight though, more asparagus and Stilton quiche or decent juicy steaks, all served in a really welcoming atmosphere.

238 Roman Rd, Bethnal Green, London E2 0RY

Walking distance from Queen Mary University: 0.6 miles (12 minutes' walk)

## ACCOMMODATION

The University has residence with single ensuite rooms. Each corridor has a kitchen on every floor that can be accessed.

### Room Allocation

We divide the students up according to their age, sex and group where possible. We take into consideration any specific requests, e.g. friends who want to share. Group leaders will stay in the same house as their students. Room allocation is normally done on arrival. If you would like any further information on this, please contact us.

### Key Loss

All students and group leaders will receive their own key card and key for the duration of their stay. If any key is lost or not returned before departure, there will be a £20 fee for a replacement.

### Deposits

We will ask each student for a deposit of €25/£25 on arrival. We will check their rooms before they arrive and before they leave, returning the money if everything is in order. If there is damage to the houses and nobody admits fault, we will ask everyone in the house to share the cost.





## MEALS

When the students are on campus, they will eat their meals in the dining hall on site. When they are out on full day excursions, they will be provided with packed lunches.

Mealtimes:

Breakfast – 07:00 - 09:00

Lunch – 12:00 – 14:00 (packed lunches provided Saturday & Sunday)

Dinner – 17:45 – 19:30

If we are aware in advance, we can advise the catering staff of any dietary requirements or allergies and the canteen staff can cater to these.

\*Mealtimes are subject to change

## TECHNOLOGY

Wi-fi is available in all the houses and parts of the campus and is password protected. We normally only give this password out to Group Leaders / adults due to it being a university campus and limited on firewall security. It is at the Group Leader's discretion whether they give these details to their students.

There is computer access on campus, and you will have access to this on a timetabled basis.

There are no public phones on site. The nearest is on Mile End Road, approximately 500 yards from the residence.

## SECURITY

There is extensive CCTV coverage on campus and duty security officers 8am - 6pm as well as overnight security officers 6pm - 8am.

Emergency contacts: During their stay each student will be given a wrist band upon arrival, this will have the following emergency telephone number printed on it: 00 44 1244 567695. If you need to contact the centre in the event of an emergency please call this number and follow the options for the relevant centre, this will then put you through to the person on duty.

Certain basic guidelines are common to all centres and students. Students should:

- ✓ **Never walk away alone!**
- ✓ **Never leave the residence without permission in the evening!**
- ✓ **Always make sure they have understood when and where the meeting point is whilst out on excursions!**
- ✓ **Always wear their identification lanyard and their UKLC wristband! \***

\*students found not wearing their lanyard or wristband will be fined £1

*Remember:*

- ✓ That there is a 24-hour emergency telephone number on the wristband (**0044 1244 567695**) and that the number for the emergency services (Ambulance/Police/Fire) in England is **999**, or the single emergency number for the EU including the UK is **112** or you can call **101** to report a crime where you do not need an emergency response
- ✓ That the police are there to help and protect and can be asked for assistance!
- ✓ Never to respond to someone if you feel threatened, simply walk away!
- ✓ To give your money to the UKLC management team to put in the safe and never to carry large amounts of cash around

- ✓ To be careful crossing the road. Remember that in the UK we drive on the left!

- ✓ If you are ill or need a doctor, tell a member of UKLC staff immediately!
- ✓ To keep all windows closed when not in their bedrooms!

Insurance and valuables: Although all houses are accessed via swipe card entry, it is suggested that students try to avoid bringing very expensive items with them. If they are bringing valuables with them, it is essential that they have sufficient insurance to cover any loss of damage as neither the centre nor the company can be held responsible if anything goes missing. The Centre Manager will have access to a safe if it is required.



## TEACHING

We know how important it is for each individual student to find their own path in language learning. We use a wide range of methods to engage and stimulate our students. This is why we have created a programme based on the students' age, level and need. It is called 'You Can Learn 4', or as we like to call it 'UKL4', and it includes:

**UKL4 FUN (Ages 8-11):** Highly engaging lessons that offer a wide range of tailored material and activities for our young learners. It makes games into lessons and lessons into games.

**UKL4 CONNECTION (Ages 11-14):** Highly dynamic lessons that include a variety of topics and media, especially designed to reflect the quick-paced, interactive world our young students are growing up in. Available in levels A1-C1.

**UKL4 ACTION (Ages 14-18):** Lessons especially designed to engage our older students through more abstract tasks, topics and contemporary issues. Available in levels A1-C1.

UKL4 CONNECTION and UKL4 ACTION programmes consist of three different lessons a day:

**1. TBL (Task Based Learning):** During these lessons students are encouraged to use the language to complete a task. Language is therefore acquired through the task as it emerges naturally as the result of the students' communicative needs.

**2. S&S (Skills & Systems):**

These lessons aim at empowering our students' linguistic awareness and capabilities by thoroughly working on all language skills (reading, writing, listening, speaking) and systems (grammar, phonology, lexis, discourse) as well as using materials relevant to exam preparation (KET, PET, FCE, CAE, TOEFL, IELTS, GESE).

**3. CLIL: (Content and Language Integrated Learning) :**

These lessons merge CLIL and British culture. Students learn about art, literature and science, or about the history and geography of the UK, while activating their linguistic knowledge.

### Placement tests

We offer classes at four levels from elementary to upper intermediate. Students are given a placement test on their first day of classes to ensure they are placed at the correct level.

Once the tests have been marked, students won't be told their score unless they specifically ask for it but will be placed into a class level from A1-C1 based on these results.

If students are not happy with their level, they can speak with the Course Director who can decide if it is necessary for the student to change levels.

We always try to split groups into different classes to mix nationalities, but this does depend on their levels and the numbers of students that we have on site.

We will provide all course materials including an exercise book and a pen.

Students are taught in class sizes up to 16 (20 for closed group).

### **PROGRAMME**

All UKLC summer programmes include:

- 15 hours of English lessons
- Full board accommodation in residence or homestay
- Full programme of excursions, activities and evening entertainment
- Evening Conversation Clubs (optional)
- 1 Free leader for 15 students
- Placement Test on arrival and End of Course Certificate



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# Queen Mary University London Sample Programme 2022

Week 1	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	English Test	Tate Modern Gallery	English Lessons	The British Museum & Covent Garden	English Lessons	The National Gallery	English Lessons	Notting Hill & Portobello	English Lessons	The National Science Museum	London - Buckingham Palace, Downing Street, Houses of Parliament, Big Ben & Madame Tussaud's		Brighton Walking Tour with Royal Pavillion	

Week 2	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	National Portrait Gallery & Leicester Square	English Lessons	Natural History Museum	English Lessons	Greenwich with National Maritime Museum	English Lessons	Imperial War Museum	English Lessons	Knightsbridge, Hyde Park & Harrods	English Lessons	Camden Town, Market & Regent's Canal		Depart	

Please note: This is a sample programme and may be subject to change. It may also be necessary to operate a zig zag programme of morning / afternoon lessons.

A full evening programme will be included. Activities could include Speed Dating, Paparazzi, Trashion Show, Disco and Quiz Night.

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LEARNERS**  
ENGLISH UK



## PROGRAMME

A typical day for students:

08:00 – 09:00 – Breakfast

09:00 – 10:00 – Lesson 1

10:00 – 10:15 – Break

10:15 – 11:15 – Lesson 2

11:15 – 11:30 – Break

11:30 – 12:30 – Lesson 3

12:30 – 13:30 – Lunch

14:00 – 17:30 – Afternoon Activities

18:30 – 19:30 – Dinner

20:00 – 22:00 – Evening Activities

22:00 – Bedtime!

## FACILITIES AND USE

Sports facilities on site

- Recreational and social areas
- Lecture theatres

## Evening entertainment

The UK Language Courses staff plan fantastic activities to make sure the students enjoy their evenings. For example: discos, quizzes, fashion shows, blind date, sports tournaments etc. We ask Group Leaders to encourage students to participate as much as possible and to communicate any special ideas or requests from students.

Here are a few brief descriptions of just some of our activities for students to join in on:

### **Around the World**

Consists of a number of different stations based on activities from different countries. One staff member will be placed at each activity station. They will each represent a country and have to create an activity related to that country (for example: New Zealand – The Haka). Students will be divided into groups and given a time for each station. Students will visit each station.

### **Oscars Night**

Involves students watching a number of scenes from selected films. They will have the chance to re-enact a famous selected scene. Creating their own script, which must be in English and costumes (out of various given equipment). Scenes will be shown on a big screen for everyone to watch. Awards will be given by UKLC staff for the best reproduction.

### Speed Dating

Enables students from mixed nationalities to socialise and get to know each other whilst improving their spoken English. Students will have a short period of time to have a conversation on their interests, hobbies etc. Once the given time finishes they will move to another student and begin the same process again.

### Talent Show

Gives students the opportunity to perform talents such as singing, dancing and acting in front of the whole centre! Sign-up sheets will be available in the centre a few days before the event. There will be judges who will score the performances and give positive feedback to each student who performs on the evening.

### We are Covid Secure

Our job is always to keep our students safe. Alongside everything that we usually have in place to do this, we have now added in some new elements that will help us minimise the risk of Covid-19. Please refer to our We are Covid secure document which highlights the measures we have put in place. In addition, you can read our comprehensive policies and procedures in OSH (Operations and Safeguarding Handbook). These can be found on our website ([www.uklanguagecourses.com/agent-area](http://www.uklanguagecourses.com/agent-area)). This will continue to be updated regularly in line with government guidance.

*The UKLC team look forward to welcoming you to King's College, London in summer 2022!*

