



Reading, Queen Anne's School

CENTRE HANDBOOK 2022

UK Language Courses

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

ALTO Association of
Language Travel
Organisations



Educate, Inspire, Enrich

ENGLISHUK
member

**YOUNG
LEARNERS**
ENGLISHUK

CENTRE HANDBOOK 2022

Thank you very much for your interest in our centre at Queen Anne's School. 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 0044 1244 577995.

We look forward to a successful summer 2022 at Queen Anne's School.



QUEEN ANNE'S SCHOOL

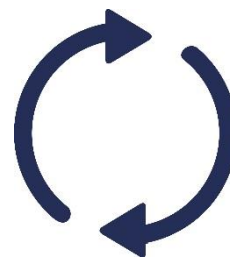
SUMMARY



BOARDING
SCHOOL



SWIMMING
POOL



SHORT
TRANSFERS



EXCITING
EXCURSION



DANCE



DRAMA



INTENSIVE
ENGLISH



EXCELLENT
SPORTS
FACILITIES



LIFE SKILLS

CENTRE DESCRIPTION

Queen Anne's School is an independent boarding and day school which dates back to 1698. It is situated in Caversham, a suburb of Reading just north of the River Thames and just 1 mile from Reading town centre. It occupies a 35-acre campus of extensive landscaped grounds. The school has excellent sports and performing arts facilities.

It is a closed site with high security. With CCTV on campus, the residences have key coded access and there is overnight security.

There is a total of 4 houses with 230 beds.

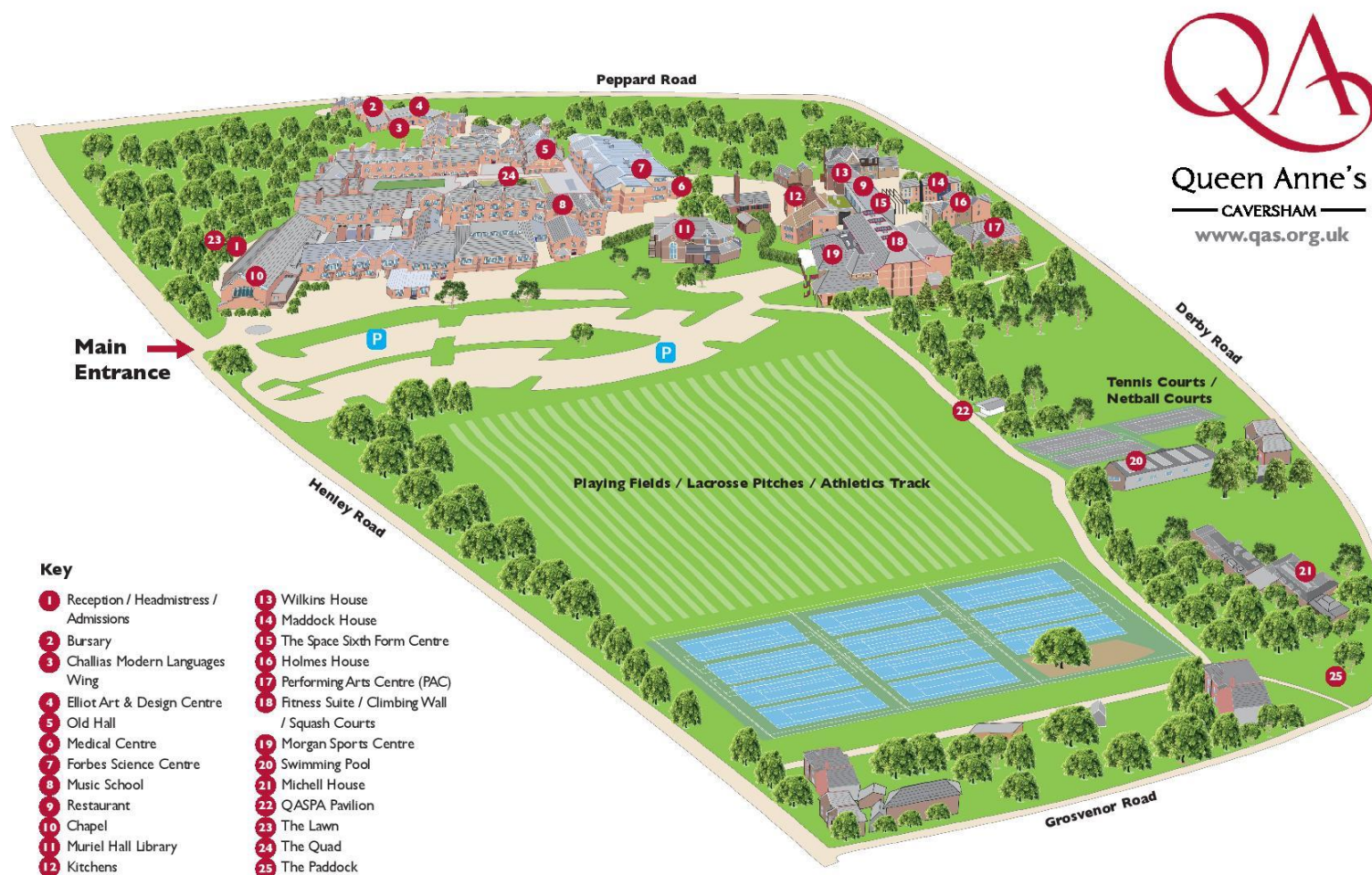
On campus, there are grass areas where students can take part in sports and activities.

In this centre, we accept students travelling as part of a group or as an individual* from 8 - 17 years old.

*For individual students travelling without a Group Leader, they will be allocated a UKLC member of staff to act as their Group Leader and point of reference at all times.



READING, QUEEN ANNE'S SCHOOL



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

ALTO Association of
Language Travel
Organisations



Educate, Inspire, Enrich

ENGLISH UK
member

**YOUNG
LEARNERS**
ENGLISH UK

LOCATION

QUEEN ANNE'S SCHOOL, 6 HENLEY ROAD, READING, RG4 6DX

Telephone Number – +44 (0)118 9187300

Population – 318,014

Queen Anne's School, Caversham is located approximately 1 mile from Reading town centre.

Airport transfers:

London Gatwick 1 hour 15 minutes

London Heathrow 40 minutes

London Stansted 1 hour 35 minutes



Reading, the county town of Royal Berkshire, is a place of surprising contrasts. It is a large town on the Thames and Kennet rivers in southern England which has existed since around 800 AD and blends the very best of old and new - from coaching inns and Victorian gothic public buildings, to imposing modern offices. It is a vibrant town with many shops and riverside restaurants and plenty of history to be explored.

LOCAL AMENITIES

Post Office

The Co-operative Food

Address: 124 Henley Rd, Caversham RG4 6DH (0.3 miles / 5 minutes' walk)

Supermarket

The Co-operative Food

Address: 124 Henley Rd, Caversham RG4 6DH (0.3 miles / 5 minutes' walk)

ATM

The Co-operative Food

Address: 124 Henley Rd, Caversham RG4 6DH (0.3 miles / 5 minutes' walk)

Chemist

Markand Pharmacy

Address: 122 Henley Rd, Caversham RG4 6DH (0.3 miles / 5 minutes' walk)

Hospital

Royal Berkshire Hospital

Address: Craven Rd, Reading, RG1 5AN (2.1 miles / 10 Minutes' drive)

Doctors

Balmore Park Surgery

Address: 59a Hemdean Road, Caversham, RG4 7SS (0.5 miles / 9 Minutes' walk)

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 NHS medical centre at Royal Berkshire Hospital. The student will be required to fill out a temporary patient form and will be seen on the same day.

Dentist

Prospect Street Dental Practice

Address: 19 Prospect St, Reading, RG4 8JB (0.4 miles / 7 minutes' walk)

Bus Stop

Turn left out of the school and they are approx. 0.3 miles/ 5 minutes' walk away. There are frequent busses that run to Reading Town Centre and surrounding suburbs.

Train Station

Reading Railway Station

Address: Station Hill, Reading RG1 1LZ (1.2 miles / 25 minutes' walk or 10 minutes by car)

Regular trains to London Paddington, Oxford and Bournemouth.

Taxi Companies

Thames Valley Taxis: 0118 948 4848

500 cars Ltd: 0118 959 9999

Haightons: 01270 624574

Coffee Shops

Delicious

Delicious serves a variety of light bites and main meals with relaxed surroundings.

Address: 10 Prospect St, Reading RG4 8JG

Walking distance from Queen Anne's School: 0.4 miles (7 minutes' walk)

Prince of Wales

A fun and friendly local Pub in Caversham, Reading

Address: 76 Prospect Street, Reading, RG4 8JN

Walking distance from Queen Anne's School: 0.3 miles (6 minutes' walk)

Restaurants

My a la carte

Understated restaurant with intimate ambiance offering British seasonal dining.

Address: 5 Prospect Street, Caversham, Reading, RG4 8JB

Walking distance from Queen Anne's School: 0.4 miles (7 minutes' walk)

Quattro

Italian menu favourites amid a modern setting of stripped-flooring and heavy, pale-wood furniture.

Address: 14 Prospect Street, Reading, RG4 8JG

Walking distance from Queen Anne's School: 0.4 miles (8 minutes' walk)

ACCOMMODATION

The School has 4 residential houses all with single and twin (some of which are ensuite) or multi-bedded rooms with shared shower and toilet facilities. Each house has its own common room and kitchen. The houses are called Michell, Holmes, Maddock and Wilkins and have key coded access.

Mitchell house has a total of 50 beds made up of 20 single rooms and 15 twin rooms with shared bathroom facilities. There is 1 kitchen and 1 common room in this house.

Holmes house has a total of 52 beds made up of 24 single en-suite and 14 twin en-suite rooms. There is 1 kitchen and 1 common room in this house.

Wilkins house has a total of 62 beds made up of 15 single rooms, 8 twin rooms, 5 triple rooms, 4 quads with shared bathroom facilities. These standard rooms have a sink basin located in each room. There is 1 kitchen and 1 common room in this house.

Maddock house has a total of 74 beds made up of 16 single rooms, 14 twin rooms and 10 triple rooms with shared bathroom facilities. These standard rooms have a sink basin located in each room. There is 1 kitchen and 1 common room in this house.

Bedding is provided but students must bring their own towels.

Room Allocation

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

HOUSEKEEPING

Bedding is changed once a week. Towels are not provided. Bedrooms, bathrooms and public areas are cleaned 6 times a week. There are washing machine and tumble dry facilities located in each house that are free to use but students must provide their own washing powder.

Key Loss

Group leaders and students will be issued with a key for their room. If any key is lost during the stay, there will be a £15 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 owns up, 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.

There is the option of having a cooked breakfast 3 times a week.

Mealtimes:

Breakfast: 08:00 - 09:00

Lunch: 13:00 – 13:30

Dinner: 18:30 – 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

READING, QUEEN ANNE'S SCHOOL SAMPLE MENU

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Croissants Toast, Cereal, Yoghurt Butter and Jams	Full English Breakfast	Croissants Toast, Cereal, Yoghurt Butter and Jams	Full English Breakfast	Croissants Toast, Cereal, Yoghurt Butter and Jams	Full English Breakfast	Croissants Toast, Cereal, Yoghurt Butter and Jams
Lunch *(V) Vegetarian option available	Dish of the day Spaghetti Bolognaise Spaghetti Carbonara Vegetarian option Creamy Pesto Spaghetti Sides Garlic Bread A selection of freshly prepared salads	Dish of the day Traditional farmhouse Piri chicken escalope served with red pepper sauce. Honey Glazed Bacon Steak Vegetarian option Vegetable enchiladas Sides Spicy potatoes wedges Stir fried vegetables A selection of freshly prepared salad	Dish of the day Thai green chicken curry Pork Sweet & Sour Vegetarian option Vegetable Pad Thai Sides Fragrant steamed rice Sesame broccoli Asian fried greens A selection of freshly prepared salad	Dish of the day Selection of Pizzas Vegetarian option Vegetable & Mozzarella Stromboli Sides Jacket Potato Oven roasted peppers Courgettes with oregano A selection of freshly prepared salad	Dish of the day Crispy battered fish with lemon & tartare sauce Vegetarian option Crushed Pea Risotto Sides Garden peas Chunky chips Rainbow slaw A selection of freshly prepared salad	PACKED LUNCH FOR FULL DAY EXCURSION	Dish of the day Traditional roast Chicken served with Yorkshire pudding & gravy Roast Silverside of Beef Vegetarian option Vegetable wellington Sides Roast Potatoes Seasonal vegetables A selection of freshly prepared salad & Pasta
Dinner *(V) Vegetarian option available	Dish of the day Beef Bourguignon Roasted Chicken Leg Vegetarian option Vegetarian toad in the hole Sides Sautéed potato Peas & sweetcorn A selection of freshly prepared salads	Dish of the day Honey roast gammon Cottage Pie Vegetarian option Mediterranean vegetable & mozzarella frittata Sides Roast potatoes Baked root vegetables A selection of freshly prepared salads	Dish of the day BBQ Pork Ribs Sticky Chicken Wings Vegetarian option Risotto Balls Sides Spicy Wedges Coleslaw A selection of freshly prepared salads	Dish of the day Chicken Kiev Beef Madras Vegetarian option Spinach & mushroom sag aloo Sides Aromatic rice Naan bread Spiced cauliflower fritters A selection of freshly prepared salads	Dish of the day Cumberland Sausage Beef Sausage Vegetarian option Vegetable tagine with crispy cous cous top Sides Mashed potatoes Sweetcorn & peas A selection of freshly prepared salads	Dish of the day Turkey & leek pie Lamb hotpot Vegetarian option Stuffed peppers with vegetable biryani Sides Crushed new potatoes Cauliflower cheese A selection of freshly prepared salads	Dish of the day Pulled Pork Pulled Chicken Vegetarian option Vegetable lasagna Sides Cheesy jacket potatoes Homemade garlic bread Steamed spring greens A selection of freshly prepared salads
Pudding	Whole fruits	Whole fruits	Whole fruits	Whole fruits	Whole fruits	Chocolate Cake	Whole fruits

TECHNOLOGY

Wi-fi is available campus wide and is password protected. We normally only give this password out to Group Leaders / adults. Being a private boarding school, the internet access is firewalled as per the boarding school regulations.

It is at the Group Leader's discretion whether they give these details to their students.

Wi-fi will be switched off between 00:00 and 07:00.

There are no public phones on site. The nearest is located on Church Street opposite the Alto Lounge restaurant approximately 0.8 miles / 8minutes' walk from the school.

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 all students. Students should:

- ✓ **ⓧ Never go off 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 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 your bedrooms!

Insurance and valuables: Although all houses will be accessed via swipe cards, 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 14-17): 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.

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

These are summaries of UKLC programmes for Summer 2022 at Queen Anne's School;

English Plus Multi-Activity

The "typical" summer programme consisting of a wide variety of activities and sports. Sessions are structured and are coached by specialist staff. Sessions can include tennis, basketball, volleyball, swimming, photography workshops, dance, football, and drama etc. Students are moved through two or three activities on rotation in each session.

English Plus Dance*

For students with a passion for dance. Sessions take place with a specialist dance teacher and the programme works towards an end-of-course performance to the whole school. Sessions begin with a warm up before learning new steps and techniques needed to put together a dance routine. The second part of the sessions allows students to practise what they have learnt and rehearse any routines for the final performance. Styles covered include street dance, modern jazz, contemporary and West End musical.

English Plus Drama*

For students with an interest in drama and a desire to improve their English through confidence building performances. Sessions take place with a teacher who will guide the students through a programme exploring various elements of acting, including improvisation, mime and role play. They will perform at the end of the course either a part of a well-known play or something they have written themselves.

English Plus Intensive English*

Additional English lessons for those who really want to maximise their language learning during their stay in the UK. Students will build on their lessons through classes at a level appropriate to their achievement in the placement test. The lesson content will be a continuation of the UKL4 programmes as outlined in the accompanying Academic Summary (see section on "Academic Tuition").

English Plus Life Skills*

For students aged 14-17 who want more from their summer school experience. The purpose is to develop students in a way that is going to be useful to them as they go on to become young adults. They will undertake seminars and workshops on topics such as "CV writing", "interview skills", "presentation skills", "writing for academic purposes", "projecting confidence, competence and credibility" etc. Elements of this will be incorporated into project work that will be presented at the end of the course.

*Students aged between 11 and 17 who are enrolled on Multi-Activity or English Plus courses will be divided by age for activities where numbers allow. Students can choose whether to enrol on the Multi-Activity or an English Plus course.

**These programmes vary at each centre. A minimum of 10 students applies to each programme and each student will be asked to select a 1st and 2nd option before arrival which they will join for the duration for their stay. Students who do not choose in advance (deadline 31st May) will join the standard English Plus Multi-Activity.

***Students under the age of 11 will automatically be enrolled on our English plus multi-activity programme.



Educate, Inspire, Enrich

Reading, Queen Anne's School Sample Programme Summer 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 Testing	Multi-Activity or Chosen Programme	English Lessons	Caversham Orientation & Reading Museum	English Lessons	Multi-Activity or Chosen Programme	London Walking Tour - Buckingham Palace, Downing Street, Houses of Parliament & Trip on London Eye		English Lessons	Multi-Activity or Chosen Programme	English Lessons	Free Time, Activities or Optional Excursion	Oxford with Christ Church College Campus Tour & The Pitt Rivers Museum	

Week 2	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	English Lessons	Multi-Activity or Chosen Programme	English Lessons	Reading with Reading Museum	English Lessons	Multi-Activity or Chosen Programme	English Lessons	Windsor with Windsor Castle	English Lessons	Multi-Activity or Chosen Programme	London with Greenwich, National Maritime Museum & Natural History Museum		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.

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

ALTO Association of
Language Travel
Organisations



Educate, Inspire, Enrich

ENGLISH UK
member

**YOUNG
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

- Sports hall
- Indoor swimming Pool
- 5 x Tennis courts
- 1 x Marked grass football pitch
- 1 x Marked grass volleyball pitch

Sports available at this centre can include - football, handball, basketball, rounders, volleyball, cricket, lacrosse & tennis.

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). This will continue to be updated regularly in line with government guidance.

The UKLC team look forward to welcoming you to Queen Anne's School in summer 2022!

