



# UKLC

**Reading Queen Anne's School**  
Centre Handbook  
2025

# Contents

<b>Contents .....</b>	<b>2</b>
<b>Summary .....</b>	<b>3</b>
<b>The Centre .....</b>	<b>4</b>
<b>Location .....</b>	<b>5</b>
Airport Transfers:.....	5
<b>Local Amenities .....</b>	<b>7</b>
<b>Accommodation .....</b>	<b>9</b>
Room Allocation.....	9
Housekeeping .....	9
Key Loss .....	9
Deposits .....	9
<b>Meals.....</b>	<b>10</b>
Meal times .....	10
Queen Anne's, Reading - Sample Menu .....	11
<b>Technology .....</b>	<b>12</b>
<b>Security .....</b>	<b>12</b>
<b>Safety .....</b>	<b>12</b>
<b>Teaching.....</b>	<b>13</b>
Placement tests.....	13
<b>Programme .....</b>	<b>14</b>
<b>A typical day for students .....</b>	<b>15</b>
<b>Reading, Queen Anne's School Programme - Summer 2025 .....</b>	<b>16</b>
<b>Facilities .....</b>	<b>17</b>
<b>Evening entertainment.....</b>	<b>17</b>

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.

The contents of this handbook are updated regularly. The latest version will be sent before your arrival.

We look forward to a successful summer 2025 at Queen Anne's School.

# Summary



**Boarding School**



**Swimming Pool**



**Intensive English**



**Drama**



**Dance**



**Leadership and Life Skills**



**Short Transfers**

# The Centre

Queen Anne's School has a history which dates back to 1698. It is situated in a closed campus with 35 acres of extensive landscaped grounds, just north of the River Thames. The grounds combine traditional Victorian architecture with new and contemporary buildings to provide cutting-edge facilities, all of which are just a one and a half mile walk from the centre of Reading

The school is a closed site, with CCTV coverage of most areas. There are duty officers on site 24 hours a day. Over-night security guards patrol the school grounds.





# 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.**

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.

## Airport Transfers:

London Gatwick: 1 hour 15 minutes

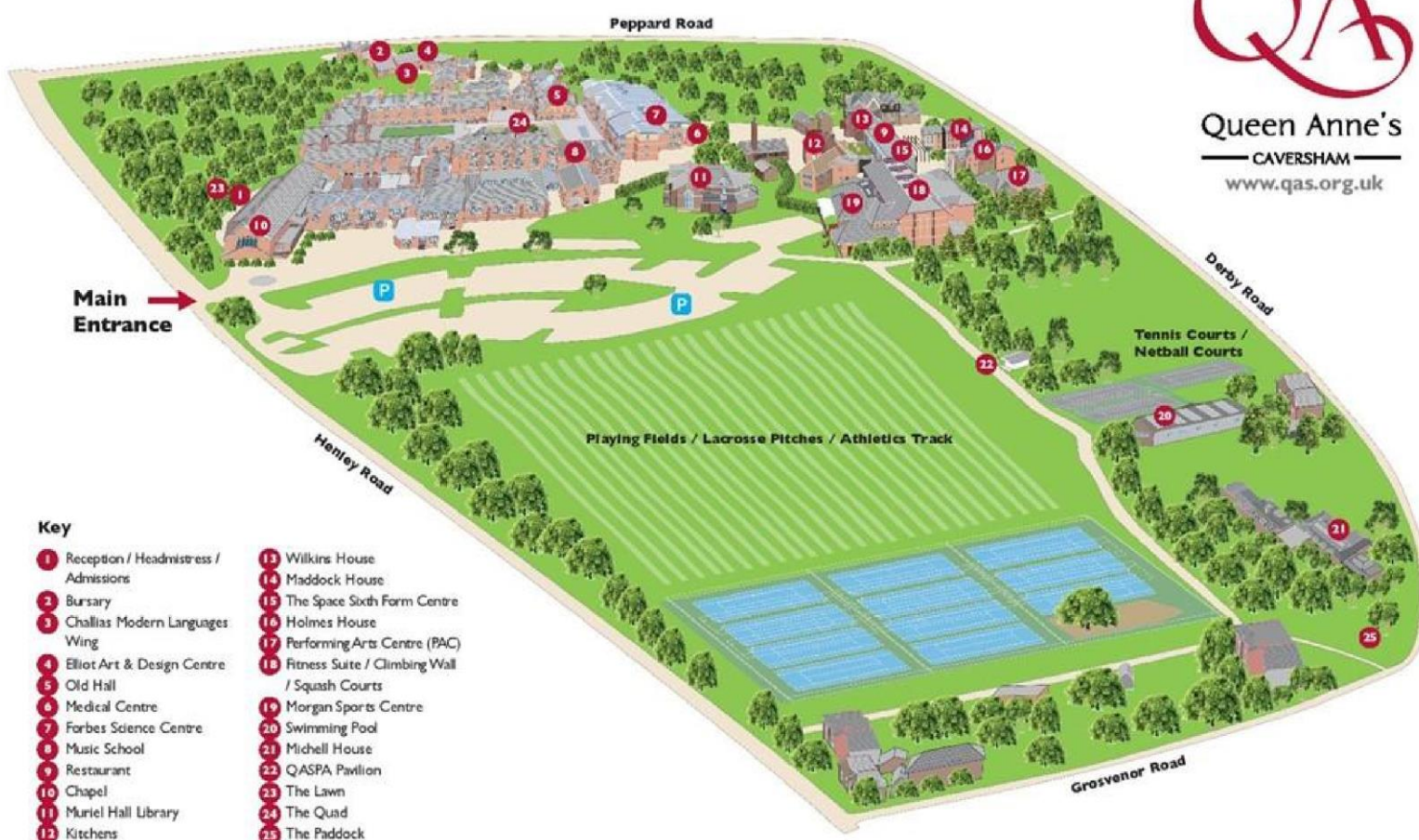
London Heathrow: 40 minutes London

Stansted: 1 hours 35 minutes





Queen Anne's  
CAVERSHAM  
[www.qas.org.uk](http://www.qas.org.uk)



#### Key

- |   |  |
|---|--|
| 1 Reception / Headmistress / Admissions | 13 Wilkins House                                 |
| 2 Bursary                               | 14 Maddock House                                 |
| 3 Chailias Modern Languages Wing        | 15 The Space Sixth Form Centre                   |
| 4 Elliot Art & Design Centre            | 16 Holmes House                                  |
| 5 Old Hall                              | 17 Performing Arts Centre (PAC)                  |
| 6 Medical Centre                        | 18 Fitness Suite / Climbing Wall / Squash Courts |
| 7 Forbes Science Centre                 | 19 Morgan Sports Centre                          |
| 8 Music School                          | 20 Swimming Pool                                 |
| 9 Restaurant                            | 21 Michell House                                 |
| 10 Chapel                               | 22 QASPA Pavilion                                |
| 11 Muriel Hall Library                  | 23 The Lawn                                      |
| 12 Kitchens                             | 24 The Quad                                      |
|   | 25 The Paddock                                   |

# 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 Stops

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 Stations

*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*

*Hightons: 01270 624574*

## **Coffee Shops**

*Nathan's Nibbles*

*A fun and friendly local café in Caversham, Reading*

Address: 4 Prospect Street, Reading, RG4 8JG

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

*The Bite Cafe*

*Serving hot drinks, traditional and veggie breakfasts, meals, and snacks.*

Address: 6 cavendish road, Reading RG4 8XU

Walking distance from Queen Anne's School: 1 mile (18 minutes' walk)

## **Restaurants**

*The Last Crumb*

*Hip pub offering an American-style menu of burgers & pizza, plus beer & cocktails.*

Address: 76 Prospect Street, Caversham, Reading, RG4 8JN

Walking distance from Queen Anne's School: 0.2 miles (2 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 Mitchell, Holmes, Maddock and Wilkins and have key coded access.

Mitchell house is made up of single and twin rooms with shared bathroom facilities and a ratio of 1:4. There is 1 kitchen and 1 common room in this house.

Holmes house is made up of single en-suite and twin en-suite rooms. There is 1 kitchen and 1 common room in this house.

Wilkins house is made up of single rooms, twin rooms, triple rooms, and 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 is made up of single rooms, twin rooms and triple rooms with shared bathroom facilities and a ratio of 1:4. These standard rooms have a sink basin located in each room. There is 1 kitchen and 1 common room in this house.

## 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 machines and tumble dry facilities located in each house that are free to use but students must provide their own washing powder.

## Key Loss

This centre does not provide keys. There are key codes for each accommodation.

## 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 and return 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.

Cooked breakfast is supplied 3 times a week and the others are continental breakfast.

## Meal times

Breakfast: 08:00 – 08:45

Lunch: 12:30- 13:30

Dinner: 18:30 - 19:00

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.

\*Meal times are subject to change

## Queen Anne's, Reading - Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	Fried Egg, Croissants, Pain au chocolate, Toast, Cereal, Yoghurt Butter and Fruit	Boiled egg, Croissants, Pain au chocolate, Toast, Cereal, Yoghurt Butter and Fruit	Fried Egg, Croissants, Pain au chocolate, Toast, Cereal, Yoghurt Butter and Fruit	Full English Breakfast Croissants, Toast, Cereal, Yoghurt Butter and Fruit	Boiled egg, Croissants, Pain au chocolate, Toast, Cereal, Yoghurt Butter and Fruit	Full English Breakfast Croissants, Toast, Cereal, Yoghurt Butter and Fruit	Full English Breakfast Croissants, Toast, Cereal, Yoghurt Butter and Fruit
<b>Lunch *(V) Vegetarian option available</b>	<b>Dish of the day</b> Sweet and sour chicken	<b>Dish of the day</b> Hot Wraps Crispy Chicken	<b>Dish of the day</b> Selection of meat pizzas	<b>Dish of the day</b> Tandoori Chicken Leg	<b>Dish of the day</b> Crispy battered fish	PACKED LUNCH FOR FULL DAY EXCURSION	<b>Dish of the day</b> Pilled chicken
	<b>Vegetarian option</b> Chargrilled Polenta and roasted veg	<b>Vegetarian option</b> Vegetable and Halloumi Wrap	<b>Vegetarian option</b> Vegetable Pizza	<b>Vegetarian option</b> Mushroom Pasta Bake	<b>Vegetarian option</b> Spinach and Ricotta gnocchi		<b>Vegetarian option</b> Roasted Vegetables
	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day		<b>Sides</b> Vegetables of the day
	A selection of freshly prepared salads	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad		A selection of freshly prepared salad
	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread		Fresh Homemade bread
<b>Dinner *(V) Vegetarian option available</b>	<b>Dish of the day</b> Moussaka	<b>Dish of the day</b> Chicken Leg, red onion and olive	<b>Dish of the day</b> Herb Turkey Schnitzel	<b>Dish of the day</b> Filled jacket potato	<b>Dish of the day</b> Chicken Fajita wraps	<b>Dish of the day</b> Beef / Chicken burger	<b>Dish of the day</b> Chicken, leek and mushroom pie
	<b>Vegetarian option</b> Vegetarian Moussaka	<b>Vegetarian option</b> Butternut squash & spinach Frittata	<b>Vegetarian option</b> Gnocchi alla Romana	<b>Vegetarian option</b> Filled jacket potato	<b>Vegetarian option</b> Vegetable fajita wraps	<b>Vegetarian option</b> Bean burger	<b>Vegetarian option</b> Vegetable and garlic stuffed mushrooms
	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day	<b>Sides</b> Vegetables of the day
	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad	A selection of freshly prepared salad
	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread	Fresh homemade bread
<b>Pudding</b>	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.

# Security

There is CCTV coverage on campus and 24/7 duty security/wardens. The main gate is locked at midnight.

Emergency contacts: Each student will be given a wristband when they arrive, and 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

# Safety

- 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.
- The police are there to help and protect and can be asked for assistance!
- Never respond to someone if you feel threatened, simply walk away!
- Always give your money to the UKLC management team to put in the safe and never to carry large amounts of cash around!
- 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!
- 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 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 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 take 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 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 a student journal 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
- Full programme of excursions, activities and evening entertainment
- 1 free leader for 15 students
- Placement test on arrival and End of Course Certificate

These are summaries of UKLC English Plus programmes\*\* for Summer 2024 at Reading, 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 warmup 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 additional taught 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").

## **Leadership & Life Skills\***

This programme offers a blend of language development and essential life skills through a series of seminars, workshops, and media-based projects which cover CV writing, interview skills, presentations and academic writing. The curriculum fosters creativity, critical thinking, and effective communication and it includes sessions designed to cultivate global leadership skills to prepare students for the modern professional world. This course is valid for PCTO funding.

\*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. All students aged between 8 and 10 will be automatically enrolled on the multi activity programme.

A minimum of 10 students applies to each programme and each student will be asked to select a 1<sup>st</sup> and 2<sup>nd</sup> option before arrival which they will join for the duration for their stay. Students who do not choose in advance will join the standard English Plus Multi-Activity.

# A typical day for students

08:00 – 09:00	<b>Breakfast</b>
09:00 – 10:00	<b>Lesson 1</b>
10:00 – 10:15	<b>Break</b>
10:15 – 11:15	<b>Lesson 2</b>
11:15 – 11:30	<b>Break</b>
11:30 – 12:30	<b>Lesson 3</b>
12:30 – 13:30	<b>Lunch</b>
14:00 – 17:30	<b>Afternoon Activities</b>
18:30 – 19:30	<b>Dinner</b>
20:00 – 22:00	<b>Evening Activities</b>
22:00	<b>Bedtime</b>

This centre runs on a 'zig-zag', meaning the order of lessons and multi-option activities/excursions will change after a week. See example below.

# Reading, Queen Anne's School Programme - Summer 2025

	Morning	Afternoon	Evening
<b>Monday</b>	English Test	Multi-Activity or Chosen Programme	Murder Mystery
<b>Tuesday</b>	Lessons	<b>Caversham Orientation</b>	Casino Night or Conversation Club
<b>Wednesday</b>	Lessons	Vlogging Workshop or Chosen Programme	Trashion Show
<b>Thursday</b>	<b>London - Buckingham Palace, Downing Street, Houses of Parliament &amp; London Eye</b>		Disco
<b>Friday</b>	Lessons	Multi-Activity or Chosen Programme	Red vs Blue
<b>Saturday</b>	Lessons	Free Time, Activities, or Optional Excursion	Karaoke
<b>Sunday</b>	<b>Oxford with Oxford University Alumni Walking Tour</b>		Film Night
<b>Monday</b>	Multi-activity or Chosen Programme	Lessons	Karaoke or Conversation Club
<b>Tuesday</b>	<b>Reading with Reading Museum</b>	Lessons	Paparazzi
<b>Wednesday</b>	Vlogging Workshop or Chosen Programme	Lessons	Mini Olympics
<b>Thursday</b>	<b>Windsor with Windsor Castle</b>	Lessons	Oscars
<b>Friday</b>	Multi-activity or Chosen Programme	Lessons	Talent Show
<b>Saturday</b>	<b>London with Greenwich, National Maritime Museum &amp; Cutty Sark &amp; the Royal Observatory</b>		Leaving Disco
<b>Sunday</b>	Departures		

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.



# Facilities

Sports facilities on site

- Sports hall
- Dance & Drama Studios
- Indoor swimming Pool
- Tennis courts
- Grass football 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 look forward to welcoming you to Queen Anne's school, Reading, in summer 2025!*

