



UCFB Wembley, London

CENTRE HANDBOOK 2023

UK Language Courses

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

ALTO Association of
Language Travel
Organisations

 **UKLC**

Educate, Inspire, Enrich

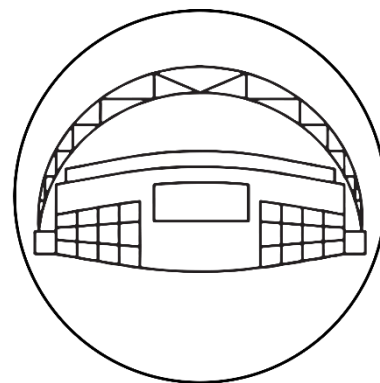
ENGLISH**UK** 
member

**YOUNG
LEARNERS**
ENGLISH**UK**

CENTRE HANDBOOK 2022

Thank you very much for your interest in our UCFB Wembley 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 2023 at UCFB Wembley, London!



LONDON, UCFB WEMBLEY

SUMMARY



AMAZING
CITY CENTRE
LOCATION



LONDON
EXCURSIONS



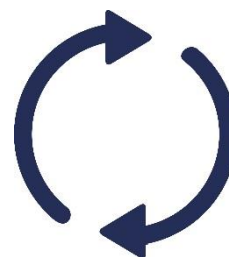
ENSUITE
ACCOMMODATION



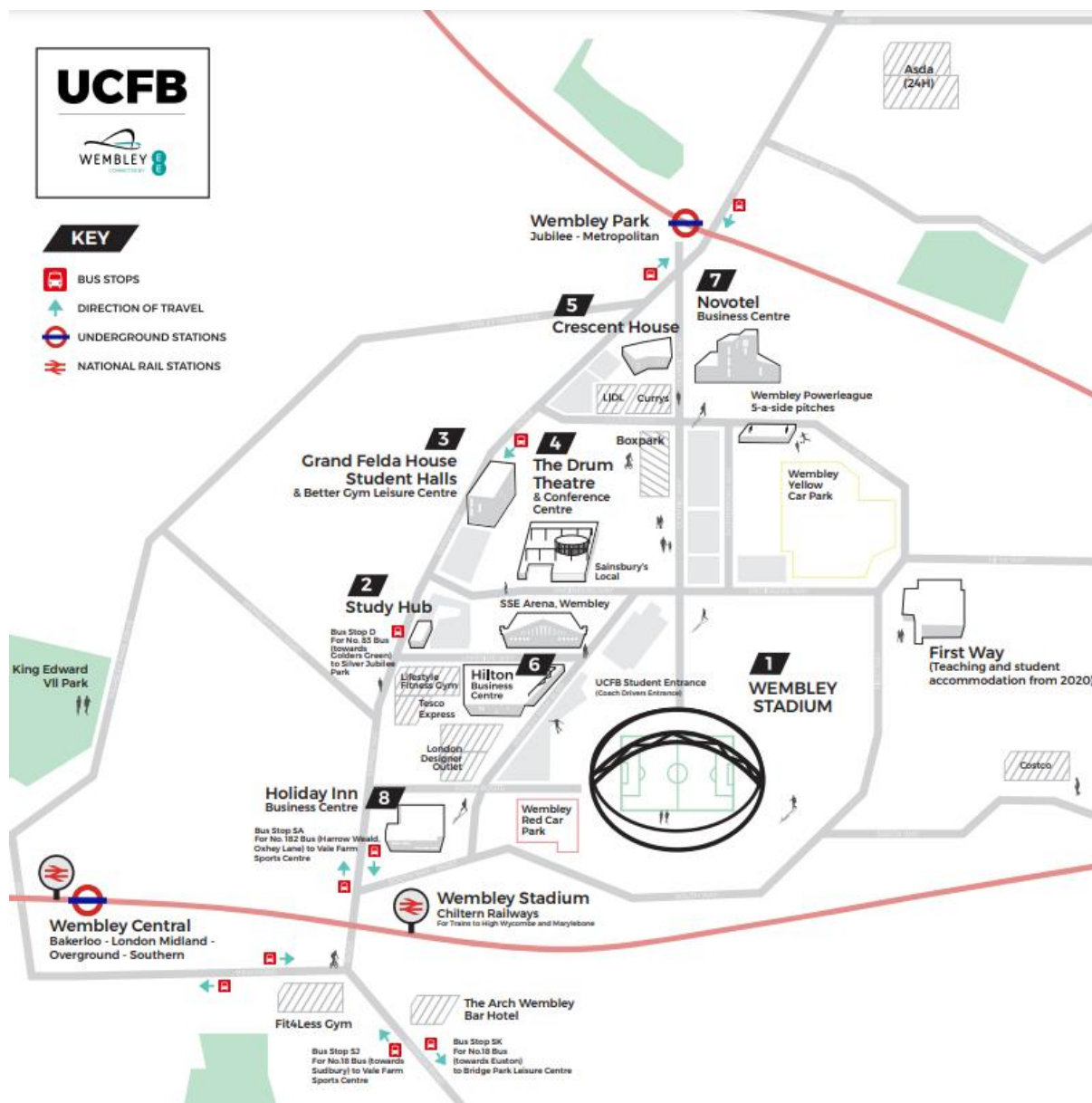
COLLEGE OR
UNIVERSITY



EXCITING
EXCURSIONS



SHORT
TRANSFERS



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.

The school offers state-of-the-art teaching facilities next to Wembley Stadium. It's a closed campus with the classrooms, canteen and social spaces in one building and the residence (along with more social spaces) in the adjacent one.

Based in Zone 4 of London there are two underground stations close by to enable students to discover the capital – one takes just 13 minutes to Zone 1. The local area is pedestrianised and full of cafés, green spaces and shops, making it a wonderful location for students to enjoy and explore.

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



LOCATION

UCFB Wembley
Arch View House Building
First Way, Wembley
London
HA9 0JD
+44 (0) 20 7882 5555

UCFB Wembley is situated in Zone 4, just a 5-minute walk to Wembley Park Stadium.

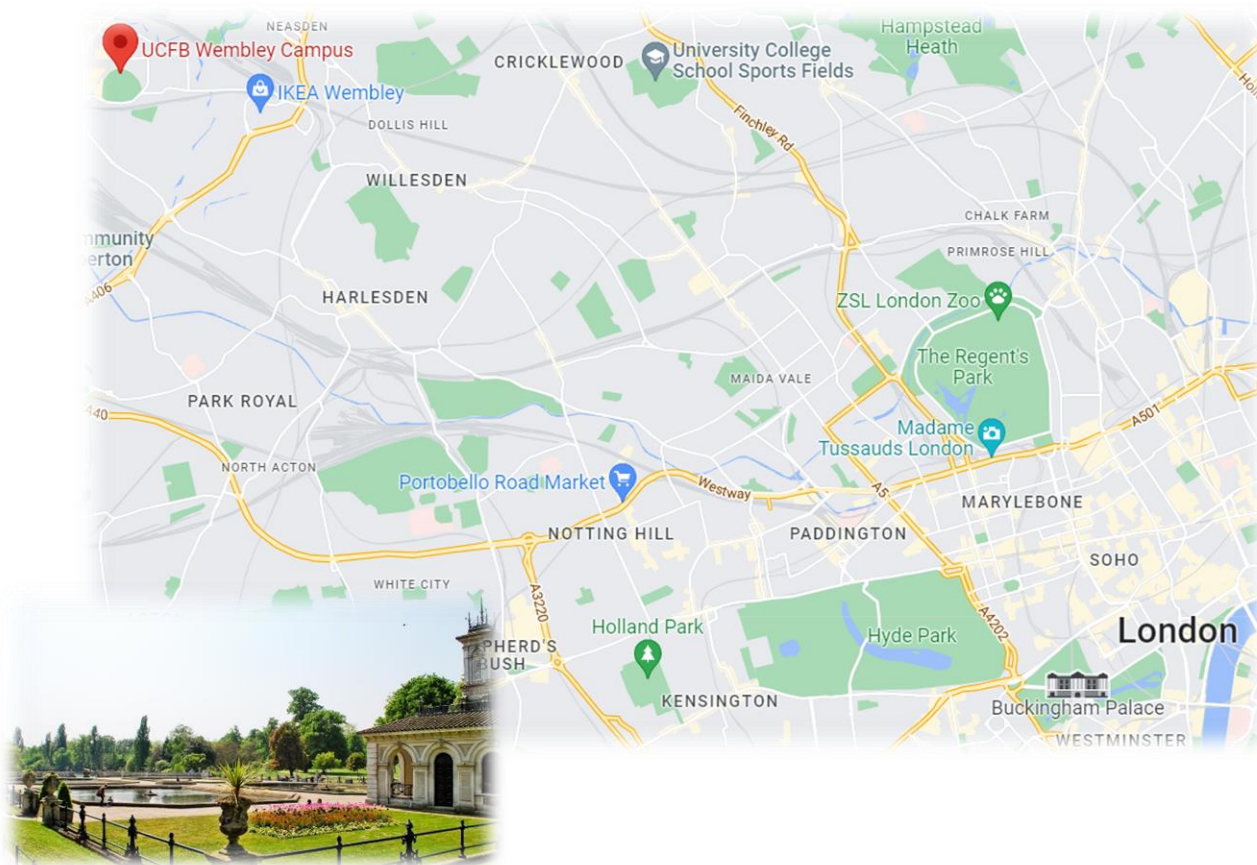
Airport transfers:

London Gatwick: 1 hour 10 minutes

London Heathrow: 30 minutes

London Stansted: 1 hour

London City: 1 hour



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

LOCAL AMENITIES

Post Office

Address: London Designer Outlet, Unit 18 London, Wembley HA9 0TG (0.4 miles / 7-minute walk)

Supermarket

Sainsbury's Local

Address: Civic Centre, Wembley, London HA9 0NP (0.2 miles / 4-minute walk)

ATM

Tesco Bank

Address: Tesco Express, Empire Way, LONDON HA9 0EW (0.5 miles / 5-minute walk)

Chemist

Health First Pharmacy

Address: 95 Wembley Park Dr, London HA9 8HF (0.5 miles / 11-minute walk)

Nearest Hospital / Doctors -

Northwick Park Hospital

Address: Watford Rd, Harrow HA1 3UJ (4.2 miles / 17 minutes by taxi)

Telephone: 020 8864 3232

Wembley Park Medical Centre

Address: 21 Wembley Park Dr, Wembley HA9 8HD (0.8 miles / 15-minute walk)

Telephone: 020 8903 6033

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 Wembley Park Medical Centre. The student will be required to fill out a temporary patient form and will be seen on the same day.

Nearest Dentist

Wembley Dental Centre

Address: 21 Bridge Road, Wembley, HA9 9AB (0.6 miles / 12-minute walk)

Telephone: 020 8908 5377

Bus Stops – Between the Campus and Wembley Park Station, there are many frequent bus routes available that run to and from Central London.

Train Stations -

Wembley Park Tube Station

Address: Wembley Park, Wembley HA9 9AA

Wembley Park Station is on the Jubilee & Metropolitan line.

Walking distance to Wembley Park Station: 0.4 miles (9 minutes)

Coffee Shops

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

Address: Wembley Park Blvd, London HA9 0FD

Walking distance from UCFB Wembley: 0.4 miles (8-minutes)

Local Eateries

The White Horse

A quintessentially British pub offering delicious pub-grub all-day from traditional English breakfasts to lunchtime favourites and roast dinners on Sundays. The White Horse's menu features classics such as battered haddock and chips.

Walking distance from UCFB Wembley: 0.2 miles (5 minutes)

Boxpark

Boxpark is an enclosed events space which hosts a diverse selection of street food traders and bespoke cultural events. Whether you're looking for delicious vegan flapjacks from Oatopia, award-winning Caribbean cuisine from *Mama Jacq's*, or a tasty selection of bubble tea, fruit tea, and milkshakes by the experienced tea masters at *Tea 4 U*, BOXPARK Wembley has it all.

Wembley Park, Wembley HA9 0JT

Walking distance from UCFB Wembley: 0.3 miles (6 minutes)

ACCOMMODATION

UCFB Wembley has residence with single ensuite rooms in Arch View House. In addition to student accommodation, teaching, study and social facilities are also located within the building. Each corridor has a communal kitchen on every floor that can be accessed.

Room Allocation

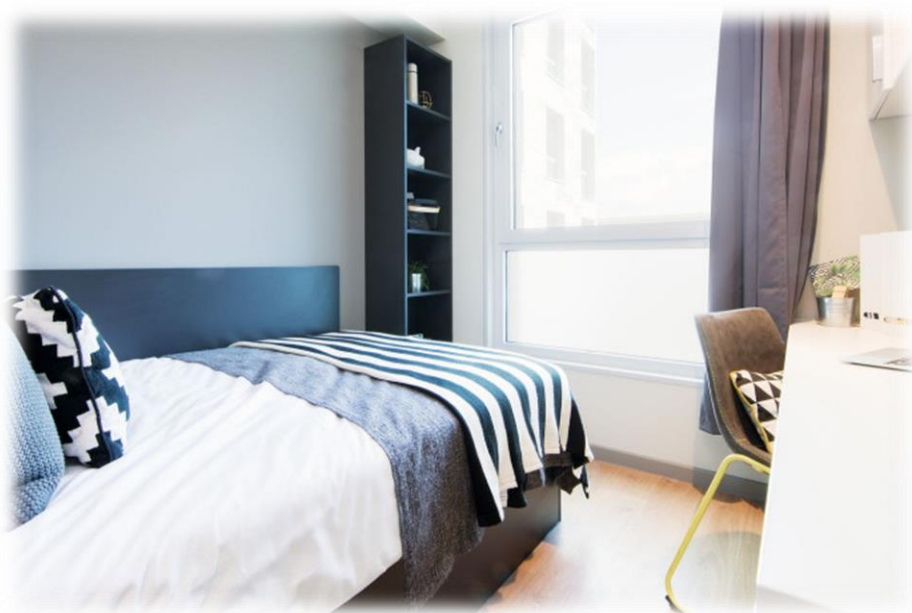
We divide the students up according to their age, sex and group where possible. We take into consideration any specific requests, e.g. friends who want to share. Group leaders will stay in the same house as their students. Room allocation is normally done on arrival. If you would like any further information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

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 the building is 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



Educate, Inspire, Enrich

UCFB Wembley London Sample Programme 2023

Week 1	Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Monday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	English Test	Wembley Stadium Tour and Wembley Orientation	English Lessons	The National Gallery	English Lessons	Notting Hill & Portobello	English Lessons	The National Science Museum	English Lessons	The British Museum & Covent Garden	London - Buckingham Palace, Downing Street, Houses of Parliament, Big Ben & Tower of London		Oxford and Christ Church	

Week 2	Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Monday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	National Portrait Gallery & Leicester Square	English Lessons	Greenwich with National Maritime Museum	English Lessons	Imperial War Museum	English Lessons	Knightsbridge, Hyde Park & Harrods	English Lessons	Natural History Museum	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.

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 Visits

18:30 – 19:30 – Dinner

20:00 – 22:00 – Evening Activities

22:00 – Bedtime!

FACILITIES AND USE

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

The UKLC team look forward to welcoming you to UCFB Wembley, London in summer 2022!

