



# UKLC

**Hatfield, Queenswood School**

Centre Handbook

2025

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Thank you very much for your interest in the UKLC course at Hatfield, Queenswood 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 Queenswood School.

# Summary



**Short Transfers**



**Boarding School**



**Intensive English**



**Drama**



**Leadership and Life Skills**

# The Centre

Queenswood School, nestled in the picturesque Hertfordshire countryside, offers an immersive educational experience in a prestigious boarding school setting. The school, which is over 120 years old, offers a variety of facilities that students can enjoy as part of the excellent programme delivered here.

The centre is a close campus with main electric gates, monitored by the general office during the day and security guards at night.

There is a total of 189 beds in 3 separate houses.

In this centre we accept students from 8 – 17 years of age.





# Location



**Queenswood School, Shepherd's Way, Brookmans Park, Hatfield, Hertfordshire, AL9 6NS**

**Telephone Number: +44 (0)1707 602500**

**Population: 41, 555**

The school is located near the town of Hatfield offering a rural and tranquil yet accessible setting just a short distance from London. This prime location allows students to enjoy enriching excursions to iconic destinations such as London, Cambridge and Canterbury

## Airport Transfers:

London Heathrow: 1 hour

Gatwick Airport: 1 hour 25 minutes

Stansted Airport: 1 hour 15 minutes





# Local Amenities

## **Post Office**

Brookmans Park Post Office

Address: 1 Bradmore Green, Brookmans Park, Hatfield AL9 7QW (2.1 miles / 9 minutes' drive)

## **ATM**

Eso ATM

Address: Great North Road, Hatfield AL9 6DB (2.3 miles / 6 minutes drive)

## **Chemist**

Jhoots Pharmacy

Address: Brookmans Park, 41 Bradmore Green, Brookmans Park, Hatfield AL9 7QR (2.4 miles / 9 minutes drive)

## **Hospital**

One Hatfield Hospital

Address: Hatfield Ave., Hatfield AL10 9UA (6.3 miles / 14 minutes' drive)

## **Doctors**

Potterells Medical Centre

Address: Station Rd, Brookmans Park, Hatfield AL9 7SN (6.3 miles / 14 minutes' drive)

Telephone: 01707 273338

\*N.B. If a student is ill and requires a doctor, then a Group Leader and a UKLC staff member will take the student to the doctors. The student will be required to fill out a temporary patient form and will be seen on the same day.\*

## **Dentist**

Brookman Parks Dental

Address: 43-45 Bradmore Green, Brookmans Park, Hatfield AL9 7QS (2.4 miles / 8 minutes' drive)

Telephone: 01707 644426

## **Bus Stop**

Swanley Bar Lane bus stop is approximately a 20 minute walk from the school. There are frequent buses that run to the train station and neighbouring towns.

## **Train Stations**

Brookmans Park Train Station

Address: Brookmans Park, Hatfield AL9 7UG (2.5 miles / 10 minutes drive)

## **Taxi Companies**

AAA Taxis: 01707 888888

Hatfield Taxis: 07878 780017

## **Coffee Shops**

Bebo Café

A modern, clean café and deli, offering a wide selection of cakes, sandwiches, grills as well as hot and cold drinks.

Address: Hatfield AL10 0JZ (3.1 miles / 16 minutes' drive)

Starbucks

Seattle-based coffeehouse chain known for its signature roasts, light bites and WiFi availability.

Address: The Forum, University of Hertfordshire, College Ln, Hatfield AL10 9AB (2.8 miles / 13 minutes' drive)

**Restaurants:**

The Old Manor

A grand pub/restaurant, once part of a manor house, with exposed rafters, smart decor and big menu.

Address: Wyllyotts Pl, Darkes Ln, Potters Bar EN6 2JD (3.4 miles / 11 minutes' drive)

Fig Tree Grill

Fig Tree Grill is a newly opened, family run business, inspired by the family's Cypriot heritage and their preferences regarding Cypriot food.

Address: 34, The Broadway, Potters Bar EN6 2HW (3.4 miles / 11 minutes drive)

Auberge du Lac

Modern French fine dining with an upmarket ambience in an 18th-century former hunting lodge.

Address: Brocket Park, Marford Rd, Hatfield, Welwyn Garden City AL8 7XG (9.0 miles / 21 minutes' drive)



# Accommodation

There are 3 residential blocks with single, twin, triple, quad and multi bedded rooms with shared bathroom and toilet facilities on the corridor. The houses are called Centre House, Trew and Bridge House.

Centre House has 123 beds in total with a mix of single, twin, trip and multi bedded rooms with shared bathroom facilities. This house also has common areas and kitchens for the students to use during their stay.

Trew house is made up of Upper Trew and Lower Trew. Upper Trew has 26 beds, with a mix of single, twin and triple rooms. Lower Trew has 25 beds, with a mix of single and twin rooms. Upper Trew has a common area and a kitchen for the students to use during their stay.

Bridge House has only 15 beds, they are all single rooms. On the second floor there is access to a common room for the students to use during their stay,

## Room Allocation

We divide the students up according to their age, gender and group where possible. We take into consideration any specific requests, i.e. friends who want to be close to each other. 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.

## Housekeeping

Bedding is changed once a week. **Towels are not provided.** Bedroom bins are emptied every day, vacuumed every other day. There are no self-service laundry facilities. Queenswood can provide a laundry service on request for £5 per bag/wash. UKLC will provide net bags for students to place clothes in. Bags may contain multiple students clothes.

## 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. Full cooked breakfast is supplied at the weekend and the others are continental with cooked options breakfast.

## Meal times

Breakfast: 08:00 – 09:00  
Lunch: 12:30 - 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.

\*Meal times are subject to change .

## Queenswood – Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	Choice of Cereals Bread Rolls /Toast Sausages (Chicken& Pork) Scrambled & Boiled Egg Sauté Potatoes Grilled Tomatoes  Porridge / Hot Milk Yoghurt Croissants Crepes & Pancakes APPLE JUICE	Choice of Cereals Bread Rolls/ Toast Bacon Fried Egg Hash Browns Baked Beans  Porridge / Hot Milk Yoghurt Croissants Waffles ORANGE JUICE	Choice of Cereals Bread Rolls /Toast Sausage (chicken & Pork) Scrambled & Boiled Egg Sauté Potatoes Plum Tom & Mushrooms  Porridge / Hot Milk Yoghurt Croissants Crepes & Pancakes APPLE JUICE	Choice of Cereals Bread Rolls /Toast Bacon Fried Egg Hash Browns Baked Beans  Porridge / Hot Milk Yoghurt Croissants Waffles ORANGE JUICE	Choice of Cereals Bread Rolls /Toast <u>Continental</u> Cheese platters Meat platters Cut Watermelon  Porridge / Hot Milk Yoghurt Croissants Crepes & Pancakes APPLE JUICE	Full English Breakfast  Croissants Pastries – Pan au Chocolate ORANGE JUICE	Full English Breakfast  Croissants Pastries – Cinnamon swirls APPLE JUICE
<b>Lunch</b>	Thai Green Beef Curry & Sticky Rice  Roasted Vegetable Goulash (V)	Honey Butter Turkey  Roasted Vegetable Goulash (V)	Chilli Con Carne With Rice & Tacos  Vegetable Quorn Chilli (V)	Lamb Kebabs With Flatbread & Yoghurt  Asparagus & Cheddar Cheese Flan (V)	Sri Lanka Chicken Curry With Basmati Rice  Thai Vegetable Curry & Rice (V)	Chicken Souvlaki with Pitta & Tzatziki  Lentil Dahl with Spinach and Potato (V)	Roast Beef With Yorkshire Puddings  Sweet Potato and Bean Wrap with Guacamole (V)

	Wedges Mange Tout	New Potatoes Broccoli	Lyonnais Potatoes Peas	Roast Potatoes Carrots	Wedges Asparagus	Diced Potatoes Green Beans	Roast Potatoes Steamed Greens
	Flap Jack Jelly Fresh Fruit	Chocolate Brownie Jelly Fresh Fruit	Raspberry Trifles Jelly Fresh Fruit	Chocolate Krispie Jelly Fresh Fruit	Raspberry Pavlova Jelly Fresh Fruit	Iced Buns Jelly Fresh Fruit	Profiteroles Jelly Fresh Fruit
Dinner	Homemade Soup of the Day	Homemade Soup of the Day	Homemade Soup of the Day	Homemade Soup of the Day	Homemade Soup of the Day	Homemade Soup of the Day	Homemade Soup of the Day
	Chicken with Leeks & Cannelloni Beans	Moroccan Lamb and Cous Cous	Pan Fried Crumbed Turkey Escallops	Sweet & Sour Chicken with Prawn Crackers	Deep Fried Fish / Steamed Fish	Teriyaki Chicken Stir Fry with Noodles & Rice	Chicken with Leeks & Cannelloni Beans
	Individual Feta & Spinach Tartlets (V)	Roasted Veg & Pea Tagine (V)	Spinach & Butternut Squash Risotto (V)	Sweet & Sour Tofu (V)	Roasted Vegetable Lasagne (V)	Teriyaki Deep Fried Tofu Stir Fry (V)	Individual Feta & Spinach Tartlets (V)
	PASTA BAR	PIZZA	PASTA BAR	PIZZA	PASTA BAR	PASTA BAR	PASTA BAR
	Parsley Potatoes Leeks Chips Baguettes Jacket Potatoes	Sweet Potato Wedges Cabbage Chips Baguettes Jacket Potatoes	Roast Potatoes Corn on the cob Chips Baguettes Jacket Potatoes	Egg Fried Rice / Plain Vegetable Chop Suey Chips Baguettes Jacket Potatoes	Roast New Potatoes Peas Chips Baguettes Jacket Potatoes	Spicy Wedges Sweetcorn Chips Baguettes Jacket Potatoes	Parsley Potatoes Leeks Chips Baguettes Jacket Potatoes
	Syrup Sponge & Custard  Jelly Fresh Fruit	Ice Cream Parlour  Jelly Fresh Fruit	Homemade Doughnuts & Syrup  Jelly Fresh Fruit	Sorbet Tubs  Jelly Fresh Fruit	Apple Pie & Cream  Jelly Fresh Fruit	Toffee Sponge & Custard  Jelly Fresh Fruit	Syrup Sponge & Custard  Jelly Fresh Fruit



# 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.

# Security

There is CCTV coverage on campus and 24/7 office monitoring the CCTV and main gate. 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 key or 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 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

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

\*\*These programmes vary at each centre. 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>

# Queenswood School Sample Programme - Summer 2025

	Morning	Afternoon	Evening
Week 1	<b>Tuesday</b>	English Test	Multi-Activity or Chosen Programme
			Murder Mystery
	<b>Wednesday</b>	Lessons	<b>London with The British Museum &amp; Covent Garden</b>
			Casino Night or Conversation Club
	<b>Thursday</b>	Lessons	Vlogging or Chosen Programme
			Trashion Show
	<b>Friday</b>	Lessons	<b>Queenswood Sports Day</b>
Week 2			Disco
	<b>Saturday</b>	Lessons	Multi-Activity or Chosen Programme
			Red vs Blue
	<b>Sunday</b>	<b>Cambridge with Walking Tour and Fitzwilliam Museum</b>	
			Attractions
	<b>Monday</b>	Lessons	Free Time / Optional Excursion
			Film Night
	<b>Tuesday</b>	Multi-Activity or Chosen Programme	Lessons
			Karaoke or Conversation Club
	<b>Wednesday</b>	<b>London with Walking Tour – Buckingham Palace, Downing Street, Houses of Parliament and Oxford Street</b>	
			Paparazzi
	<b>Thursday</b>	Multi-Activity or Chosen Programme	Lessons
			Mini Olympics
	<b>Friday</b>	Lessons	<b>London with The Natural History Museum</b>
			Oscars
	<b>Saturday</b>	Lessons	Multi-Activity or Chosen Programme
			Talent Show
	<b>Sunday</b>	<b>Canterbury with Canterbury Cathedral</b>	
			Leaving Disco
	<b>Monday</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
- Indoor swimming Pool
- Tennis courts
- Astro turf
- Art studio

## 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 Queenswood School in summer 2025!*