



UKLC

Hatfield, Queenswood School

Centre Handbook

2026

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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 2026 at Queenswood School.

Summary



Short Transfers



Boarding School



Swimming Pool



Intensive English



Performing Arts



Football

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



Scan the QR codes for videos, 360° tours and more

ABC (Audrey Butler Centre)

History
Geography
English
Politics
Latin and Classical Civilisation
Maths
Spanish
French
Mandarin Chinese
Religious Studies
Psychology

Boarding Accommodation

Stamp (Years 7 and 8)
Myrwood House (Year 9 & 10 weekly boarders, Year 9 – 13 full boarders)
Swanwick House (Year 9 & 10 flexi- 1, 2 and 3 boarders)
Trew House (Year 11 – 13 flexi- and weekly boarders)
Belling (Sixth Form flat experience)

DT Workshop
Design Technology
Textiles

Art Department

Science
Chemistry
Physics
Biology
Ceramics
1st Floor Art Room
Sixth Form Studios
Photography

Ernest Read Hall

Music
Pavilion
Hockey pitches
Tennis courts

Main School

Drama
Dance
Speech and Drama
Haute Cuisine Cookery Suite
Business Studies
Economics
Computer Studies
Media Studies

Local Amenities

Post Office

Brookmans Park Post Office

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

ATM

Esso 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 [max ratio 1:5] 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 [only fridges will be available for students to use].

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 and gender if they are individuals and we keep groups together, 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 £10 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

Queenswood School is a fully nut-free centre, we advise not to purchase or bring any nut-based food to site. 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 during their stay.

Meal times

Breakfast: 08:00 – 08:45
 Morning Break: 10:00 – 10:15
 Lunch: 12:30 – 13:15
 Afternoon Break: 15:00 – 15:15
 Dinner: 18:00 – 18:45

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	
Breakfast	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 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
Lunch	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	Ice Cream Parlour	Homemade Doughnuts & Syrup	Sorbet Tubs	Apple Pie & Cream	Toffee Sponge & Custard	Syrup Sponge & Custard
	Jelly Fresh Fruit	Jelly Fresh Fruit	Jelly Fresh Fruit	Jelly Fresh Fruit	Jelly Fresh Fruit	Jelly Fresh Fruit	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 for students will be switched off between 22:00 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 access codes, 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 curriculum based on the students' age, level and needs, structured into four different programmes:

FUN (ages 8-10)

Engaging lessons that offer a wide range of materials and activities specific for our young learners, making games into lessons and lessons into games. Available in levels A1-B1.

CONNECTION (ages 10-13)

Dynamic lessons covering a variety of topics and media, designed to engage students using tools native to the fast-paced world they are growing up in. Available in levels A1-C1.

ACTION (ages 13-16)

Lessons tailored for learners stepping into their teenage years. This programme focuses on activating students' knowledge and competencies to balance developing a personal voice while contributing effectively to a team. Available in levels A1-C1.

PURPOSE (ages 16-18)

Lessons tailored for our students approaching adulthood, designed to kickstart their lives not only as maturing youths but also as forward-thinking global citizens. Available in levels A1-C2.

The Connection, Action, and Purpose programmes consist of three different lessons a day:

FOCUS ON LANGUAGE

These lessons aim to empower 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).

FOCUS ON LEADERSHIP

This programme is designed to equip students with essential 21st-century skills, focusing on leadership development, communication and teamwork. Students build the confidence and competencies needed to grow into empowered young adults.

FOCUS ON CULTURE

These lessons combine CLIL and British culture, allowing students to use English to explore a range of disciplines, including art, literature, natural sciences, as well as the history and geography of the UK.

Placement tests

We offer classes at four levels, from elementary to advanced. 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 will 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

These are summaries of UKLC English Plus programmes** for Summer 2026 at Queenswood School, Hatfield:

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 Performing Arts*

During these sessions, students passionate about dancing, acting, or singing will immerse themselves in hands-on training designed to unleash their creative potential on any kind of stage. They will not only develop their talents but also experience the thrill of live performance, collaboration, and artistic expression.

English Plus Intensive English & Community Building*

Additional English lessons for those who really want to maximise their language learning during their stay in the UK. Based on UKLC's integral community-building approach, these additional lessons aim to help students develop an active role in the school as a thriving community, with its challenges, complexities and opportunity for

collective growth. The Community Building lessons focus on how to empower students to work together to find possible solutions to these needs and issues by communicating with people on campus. Students create these projects that they are responsible for in order to improve these issues on campus.

*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 1st and 2nd 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	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

Queenswood School Sample Programme - Summer 2026

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

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 2026!

