

The Learning Hub Policy 2025-26

Mission Statement

“What a school thinks about its library is a measure of what it feels about education” - Harold Howe

Our Learning Hub is a shared learning space, located at the centre of Wood Green Academy. It is an area that fosters the following competencies: creativity; intellectual curiosity; independence; critical thinking and communication skills. The Learning Hub strives to cultivate a community of learning and literacy that leads to high academic achievement, enjoyment of reading and a culture of collaboration throughout the school.

Learning Hub Aims:

- To promote reading for pleasure through competitions and special events
- To provide intervention through reading projects and programmes
- To update reading materials regularly in order to provide a breadth of fiction and non-fiction resources for both reference and borrowing
- To support curriculum developments across the school by accommodating classes when necessary and providing materials to support students' study of different subjects
- To generate a calm, purposeful environment in which students are able to study independently at lunch times, before and after school and during school holidays at designated times
- To provide a space for the tutoring of small groups of students with Academic Coaches
- To provide access to a range of technology and multimedia in order to facilitate research and inquiry-based learning
- To encourage, in partnership with teaching and support staff, the development of resilience and independent learning skills, helping students to become critical, creative thinkers
- To create a welcoming common space that encourages exploration, creation and collaboration between students and teachers for whole classes and small group tutoring

Management

The Learning Hub is staffed by Academic Coaches who are supported with an elected team of Student Librarians. The Learning Hub staff work closely with a range of subject areas across the school, in particular the English department in order to foster students' engagement with reading, writing and literacy skills.

The role of the Learning Hub Staff:

- To ensure signage and displays are all up to date to reflect the ethos of the Learning Hub
- To promote opening times and special events to staff and students across the school
- To review and edit stock on a regular basis, based on physical condition, relevance to the curriculum and the interests of students
- To encourage and promote the borrowing of library books and monitor this to assess effectiveness
- To manage student ambassadors working in the Learning Hub; create a rota for them; ensure they are trained fully on the Learning Hub software and check that they understand the GDPR policy.
- To monitor stationery and materials needed in the Learning Hub and complete orders in collaboration with the Head Academic Coach and Literacy Lead Teacher
- To support English staff with facilitating the vocabulary and reading activities during reading lessons
- To supervise and maintain a calm, purposeful environment for students using the Learning Hub for study time before school, after school, during lunch and break and at times allocated in the school holidays
- To tutor small groups and mentor students as required as part of roles related to Pupil Premium
- To create a calendar of events and competitions that take place in the Learning Hub and promote reading and Literacy
- To supervise reading projects and programs that take place in the Learning Hub
- To meet regularly as a team with the Head Academic Coach and Literacy Lead Teacher review the impact of the Learning Hub

Access to the Learning Hub

The Learning Hub is open from 8:00am until 4:00pm every school day. Teachers can book classes and form groups in to use the Learning Hub resources by contacting a member of staff in the Learning Hub prior to the session required. The Learning Hub is available for all students for independent study before school and after school, however, it is open to specified year groups during break and lunch times.

**Before School From 8am After school
until 4pm**

The Learning Hub is open to specific years during break and lunch times

Day	Break	Lunch
Monday	Years 7, 8 & 11	Years 9, 10 & 11
Tuesday	Years 9, 10 & 11	Years 7, 8 & 11
Wednesday	Years 7, 8 & 11	Years 9, 10 & 11
Thursday	Years 9, 10 & 11	Years 7, 8 & 11
Friday	Years 7, 8 & 11	Years 9, 10 & 11

Use of the Learning Hub

The Learning Hub is an area in which students and staff should expect to find and maintain a quiet working environment conducive to learning. Students will be encouraged to recognise the needs of others and keep to a sensible level of noise in accordance with the School Behaviour Policy.

Students are expected not to eat or drink in the Learning Hub. They may use headphones at computers, but they must not disrupt others working in the Learning Hub.

The Learning Hub staff are available to guide students to resources needed. Furthermore, induction sessions are given by the Learning Hub Team to students in the latest intake (Year 7) during Transition Days in July.

The school community will always be kept informed of Learning Hub activities and events through daily notices, the school website, and the monthly Learning Hub Newsletter.

Accommodation

The Learning Hub seats approximately 30 students on grouped tables, 21 students at computer workstations. The Learning Hub is always undergoing changes to its aesthetics and to the working space in order to create a more welcoming environment which can be utilised more effectively by students and staff; there is space that is used for small group tutoring. As the Learning Hub becomes more popular, access has to be restricted to a maximum of 66 students due to Health and Safety regulations.

In order to meet the positive learning ethos in the Learning Hub, it is imperative the area does not become a space for unsupervised students or a detention area. Both

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students and staff should view the Learning Hub as an area that is at the core of the school.

Resources

The Learning Hub plays a central role in the life of the school and adopts a proactive approach to providing services, striving to respond to current needs and anticipate and address future needs of the whole school community.

Staff from each department are responsible for recommending and requesting items to support their curriculum and courses in different subjects.

All stock is chosen to support the recreational reading of reluctant readers, regular readers of all ages including adults, and those who might be termed High Potential. The Learning Hub Managers / Academic Coaches keep up-to-date with trends, series, Book Prizes, and user suggestions, and monitor use to sustain an active, well-used stock. Stock is also chosen to ensure that cultural diversity is represented, and bias and stereotyping are avoided.

Both fiction and non-fiction books are catalogued according to genre. This has proven to be really successful in supporting students in finding fiction they enjoy. The fiction genres are: Classics, Contemporary, Historical, World Lit, Adventure, Romance, Fantasy Romance, Fantasy, Science Fiction, Thriller, Crime, Mystery, Horror, Children's, sports fiction, animals and humour. There is also a section containing Short Stories, Poems, Graphics, Diaries and a 'new and popular' and a 'mature readers' section. The range of fiction and non-fiction is continually being developed in order to offer students a breadth of materials to add depth to their knowledge and understanding.

The Learning Hub now offers a range of E-books and audiobooks through the app 'Sora' which can be accessed both in reading lessons and at home. Students reading can also be monitored and assessed through the Microsoft Teams Assignment 'Reading Progress'.

Resources are not to be moved from or stored in the Learning Hub without prior permission from the Learning Hub managers.

ICT Facilities in the Learning Hub

The Learning Hub provides supervised use and support for networked computers and a printer for research, education websites and games and word-processing. The equipment is provided and maintained by the ICT technicians and use of the IT equipment is regulated by the Academy's Internet and E-Safety Policy. Laptops are also available for students to borrow and use within the Learning Hub.

Monitoring and Evaluation of the Learning Hub

The Learning Hub will, where feasible, follow the DfE seven point guidelines for self-evaluation (www.education.gov.uk/publications/.../SLSEBP.pdf) with a rolling programme to support the ongoing development of the Learning Hub and to review its contribution to, and impact on, teaching and learning in the school. These key strands are:

1. How high are standards?
2. How well are students' attitudes, values and personal qualities developed?
3. How effective are teaching and learning?
4. How well does the Learning Hub provision meet students' needs?
5. How well students are guided and supported?
6. How effectively does the Learning Hub work with parents and the community?
7. How well is the Learning Hub led and managed?

It is essential that the Learning Hub, particularly during a time of transformation, reviews the quality of provision and identifies both strengths and areas for improvement. It is vital that the Learning Hub remains in a position to respond to current needs, anticipate and address future needs and ensures the highest levels of satisfaction among the whole school community.

Phil Cavell / James Postans

Head Academic Coach / Lead Literacy Teacher