Teaching and Learning Policy and Procedure

– Grammar School

1. Scope

This Policy and Procedure applies to all students enrolled in Holmes Grammar School and to all the staff involved in the teaching and teaching management activities.

2. Purpose

This Policy and Procedure is in place to ensure that Holmes Grammar School provides a planned and structured curriculum to equip its students with the knowledge, skills and attributes needed to complete their schooling and makes a successful transition from school to work, training or further education.

3. Policy Principles

Curriculum Design and Review

3.1 Holmes Grammar School offers both VCE and VCE Vocational Major courses providing significant pathways for its students, and the School remained effective in the continued delivery of this dual senior secondary programme.

3.2 There are several entry points for VCE study that sits within the VCAA framework and the Year 12 VCE Vocational Major course affords even more flexibility, welcoming students who were looking for an alternative after Year 11.

3.3 The following principles are employed in the curriculum review and renewal process:

    a. The curriculum must be in accordance with the Victorian Curriculum and Assessment Authority's general, subject and unit guidelines;

    b. The curriculum is to be designed to maximise each student's potential in achieving an appropriate pathway both for further education and workplace opportunities; and

    c. The School continues to expand its curriculum offerings for its students.

3.4 All teachers endeavour to improve the quality of their teaching.

3.5 The curriculum is to be reviewed and evaluated annually by all staff members with a view to improving the learning outcomes of our students.

Teaching & Learning Resources

3.6 The school ensures that all teaching resources and facilities meet the current requirements of the Victorian Curriculum Assessment Authority (Appendix).

3.7 Staff members are to be well-qualified and experienced in the area for which they are employed.

3.8 Classrooms and other space facilities are to be modern, light and clean.

3.9 All equipment is to be up-to-date and maintained in working order.

3.10 An intranet with access to online study guides is to be available for staff and students.

3.11 Sufficient relevant learning materials are to be maintained in the library.

3.12 The school will purchase basic texts for each unit of study as well as provide an approved calculator.

3.13 Students are to have access to a Mentor as well as, if needed, doctors and counsellors.

3.14 The School draws upon the corporate services provided by Holmes Institute, through the Campus Manager and Head Office.

4.   Procedure Principles

4.1 The curriculum will be reviewed annually by all staff members, taking into consideration that in the curriculum:

   a. All teaching and learning programs are to take account of each student's stage of development.

   b. All teaching and learning programs are to provide excellent preparation for further study.

   c. All teaching and learning programs are to be relevant to our students.

   d. All teaching is to be conducted with the highest degree of expertise.

   e. All teaching and learning programs are to be presented in a manner which assists second language learners.

   f. Where possible, teaching and learning programs are to utilise laptop notebooks and the Holmes' intranet.

   g. All teaching is to actively involve students in the learning process.

   h. All teaching and learning programs are to be reviewed regularly with a view to improving the quality of service.

4.2 Curriculum Review is conducted through the following means:

   a. The Curriculum Review and Reflection Meetings twice a year;

   b. External Subject Professional Development sessions;

   c. VCAA Subject Audits – VCE & VCE Vocational Major; and

   d. VCAA Subject Partnership Moderation process

4.3 Holmes Grammar School ensure a Course Overview is provided and explained to its students each semester at orientation.

4.4 Curriculum Coordinators arrange for the preparation of the Course Overview for each semester unit.

4.5 The Course Overviews are to contain an outline of the work to be covered by students, outcomes to be achieved and the nature and dates of assessment tasks.

Teacher Resources and Facilities

The contemporary building in which Holmes Grammar School is situated is registered as a Class 9B building under the National Construction Code (NCC) and includes the following facilities:

- Front desk student support (Mon – Fri)
- Classrooms with multi-discipline seating arrangements enabling group and individual work
- Whiteboards in each classroom
- Examination and Assembly Auditorium
- School Resource Library
- Computer Laboratory housing 20+ computers
- Individual student lockers
- LAN & Wifi points for internet use in each classroom
- Wifi internet for students
- Student Kitchen and Common Room with dining tables, microwave ovens, sink, toilets
- Fixed laptop computers in each classroom
- Individual Teacher laptops
- Printing service
- Disabled toilet
- Sick Bay
- General Store run by students (as part of the VET program)

At Holmes, an engaging and contemporary space provides students with access to comprehensive educational resources.

Holmes Grammar provides the appropriate physical spaces and resources as specific to the prescribed needs of all VCE Studies and its VCE Vocational Major programe. This includes:

- Up-to-date subject specific text books and high-quality course materials (print, digital and multimedia) including novels, films, plays, course guides and equipment.
- Virtual classrooms for offshore & remote students:
    - a virtual learning environment and learning management system for hosting virtual classes, sharing resources, and conducting assessments within an online learning environment;
    - Interactive screens and pen tablets for annotating and digital drawing;
    - integrated digital cameras, speakers, microphones & TV monitors.
- Remote learning materials (Blackboard):
    - Blackboard is a learning management system that allows students to interact with teachers and peers. It is an efficient way to articulate, store and streamline our curriculum and approach to learning in one location. It is user friendly, transparent and reduces duplication of effort and information.
    - Blackboard can be used on a digital device or smartphone. Students are provided with login details at the start of Year 11.
    - Detailed instructions for setting up and using the Blackboard account are provided to students. We also have dedicated ICT staff who can help students with device technical or connectivity issues.
- Key Features of Blackboard:

Timetable and calendar	View class timetable and a calendar of upcoming due work and events
Class materials	Access resources and lesson materials for each class
Assessment tasks	View assessment task requirements, rubrics and resources
Submit work and tasks	Submit assessment, class and homework tasks
Grades and feedback	View grades and feedback from teachers for class work and assessment tasks
Collaborate and give feedback	Contribute to shared documents; virtual class discussions through blogs; give direct feedback; reflect on assessment

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Principal/
Implementation Officers	Head of School/Teaching Staff
Review Date	15/07/2026
Approved by	
School Council	
Associated Documents	
Holmes Grammar School Staff Manual	
Key Documents Development and Review Policy and Procedure	
IT & Facilities Strategy	
Procedures to Support Students to Undertake a Course best suited	
Student Study Planner	

Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
2	• VCAL Curriculum Reviews & QA	05/04/2011	05/04/2011
2	• Desktop Audit -Self Assessment Tool	17/04/2015	17/04/2015
3	• Evidence of physical environment appropriate for course delivery • Resources and Facilities meet current requirements	12/08/2021	12/08/2021
4	• Change all VCAL references to VCE Vocational Major	06/11/2023	06/11/2023