



Springbank Secondary College

Parent Handbook



Your Path,
Our Community



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Our Community

Welcome

It is with immense pride that I welcome you to Springbank Secondary College, a school where young people are empowered to grow, thrive, and realise their potential.

Since rebranding in February 2019, we have embarked on an inspiring journey, transforming a site rich in history into a vibrant and contemporary learning environment. Nestled in the heart of Pasadena, our school occupies a place once home to a Royal Australian Air Force base and later Daws Road and Pasadena High Schools. Today, we are transforming this legacy into a future-focused learning environment where students are challenged to achieve, grow, and succeed in an ever-changing world.

At Springbank, we recognise that high school is a significant stage in a young person's life. It is a time to develop confidence, discover interests, and begin shaping future aspirations. Our curriculum is designed to engage, challenge, and inspire students, offering diverse learning opportunities that foster curiosity, creativity, and critical thinking. We encourage students to embrace challenges, pursue personal best, and take ownership of their learning. Through purposeful learning experiences, students develop the knowledge, skills, and capabilities needed to succeed in further education, training, employment, and life beyond school.

A defining feature of Springbank is the quality of relationships that underpin our learning community. We work in partnership with families to ensure students feel connected, valued, and motivated to achieve their best.

Alongside academic achievement, we place a strong emphasis on personal growth and wellbeing, helping young people develop the confidence, character, and resilience needed to flourish in all aspects of life.

Our strong connections with the wider community further enrich the educational experience. Through initiatives such as the Ice Factor program and a range of community-based learning opportunities, students develop valuable life skills including leadership, teamwork, resilience, and self-belief. These experiences encourage students to contribute positively to their communities and build confidence in their ability to make a difference.



We are particularly proud of the pathways available to our students. Alongside a strong academic program, we provide access to Vocational Education and Training (VET), school-based apprenticeships and traineeships, and a range of career-focused learning opportunities. Students can undertake nationally recognised qualifications while completing their South Australian Certificate of Education, developing practical skills, industry knowledge, and real-world experience. By tailoring pathways to individual aspirations, we help students transition confidently into university, further training, apprenticeships, or employment.

At Springbank, we are committed to creating learning opportunities that inspire achievement, curiosity, and ambition. Our positive culture encourages students to challenge themselves, embrace new possibilities, and strive for excellence. We are a school that combines strong relationships, high-quality learning, and meaningful pathways for the future, and we are excited to have you join our community.

Andrew Dunn
Principal



Strategic Plan 2026 - 2028

*Cultivating a community of courageous learners
committed to success and ongoing growth.*



Your path, our community

Vision, Values and Motto

In 2024 the school reviewed the vision statement, values and motto to ensure they accurately reflected who we are as a school. This process involved consultation with all stakeholders who agree this is what we are about.

Vision Statement: Cultivating a community of courageous learners committed to success and ongoing growth

This statement can be broken into sections that link together to describe our aspirations as a site. By “cultivating a community” we are building a sense of belonging where we know each other, support each other and celebrate each other. Creating “courageous learners” is key to our success where our students demonstrate the bravery to be courageous and exceed what they thought they could do. Although we are on this journey together, it is the students’ “commitment to success and ongoing growth” that will ultimately determine their achievement and outcomes. At Springbank we don’t believe that potential can never be known, it is not a ceiling that we aim to reach and relax, it is a cycle of setting goals, taking action to reach the goal, and setting the next target.



Values: Equity, Belonging, Bravery and Growth

The values are for students and staff alike and tell a narrative explaining the conditions for learning we provide to create opportunities for success. If the school meets students where they are at in their learning journey and creates an environment where we understand the students goals, we can take action to provide an equitable jumping off point for learning. Through our extensive wellbeing support and positive small community, we generate a sense of belonging that is authentically felt by our students creating feelings of trust and safety to reach for loftier goals.

When people feel that their opportunities are equitable to their peers, and they have an authentic sense of belonging they are more brave to tackle learning outside of their comfort zone. We believe that when equity and belonging are in effect, students and staff will be brave and feel safe to take calculated risks in learning and social situations which is where we will see growth in our students and celebrate their success.



Motto: Your Path, Our Community

This motto was chosen to reflect the student centered approaches used at Springbank Secondary College. We acknowledge that there is a plethora of pathways that students can take beyond school and like all pathways, there are intersections and changing conditions where decisions are made and there are multiple pathways to any destination. Our community focuses on providing opportunities and supporting students and families to navigate these pathways and celebrate all destinations equally.



Leadership Structure



Principal
Andrew Dunn



Pathways / Operations
Jarrod Jones



Director of Inclusion
Claire Tavender



Inclusion Leader
Tevita Ikahihifo



Wellbeing Leader
Deb Green



7 / 8 Community Leader
Lisa Wray



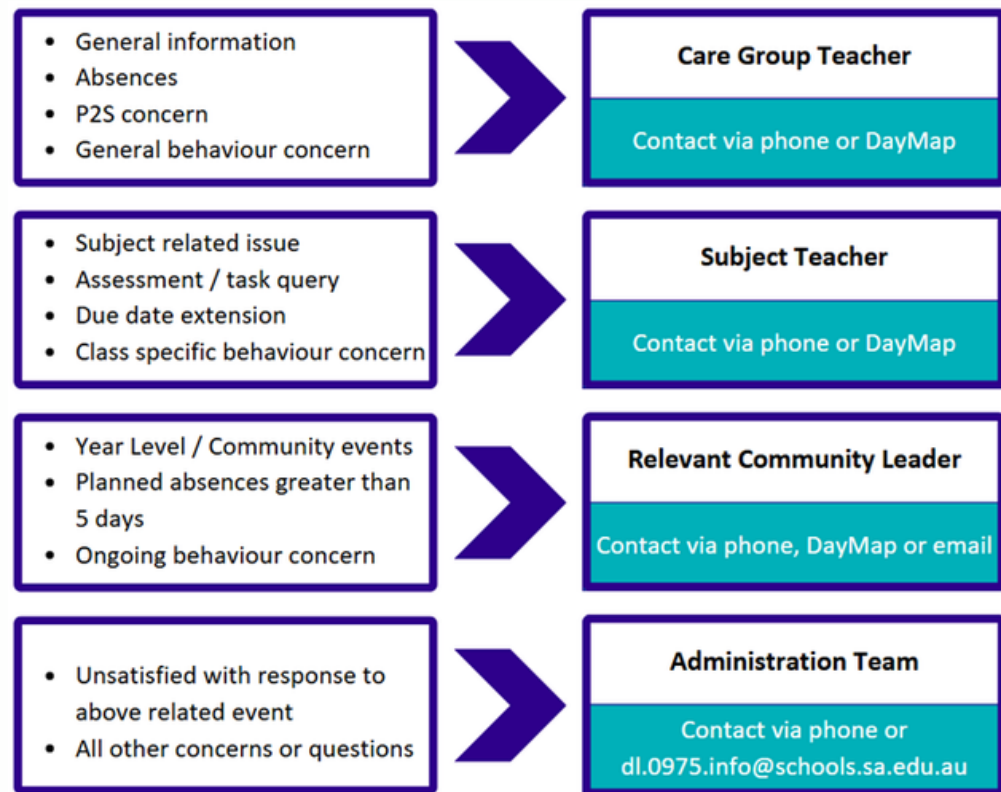
9 / 10 Community Leader
Adrian Pike



11 / 12 Community Leader
Steven Drake

Communications Flowchart

In secondary schools there are often a range of teachers and staff that students come into contact with. The flowchart below is designed to demonstrate who to contact depending on your communication needs.



Absences Procedure

Daily Absence

Attendance is recorded at the beginning of each lesson using DayMap. If students have not presented to their first lesson or signed in at Student Services during the first half of lesson 1, parents / caregivers will receive an SMS message.

It is a requirement that absences are explained in writing (preferably before the absence when known) via the following methods:

- DayMap message to Care Group teacher (if in advance)
- Email dl.0975.info@schools.sa.edu.au with "Absence: Student Name" in the subject line
- Reply to the text received

Sign-In (Late Arrival)

- Parents/caregivers are expected to notify student services in writing if their child is arriving late.
- Upon arrival, students must sign in at Student Services.
- An absence notification will be uploaded to Daymap.

Sign-Out (Early Departure)

- If a student needs to leave early, parents/caregivers are expected to notify student services indicating the time of departure in writing.
- Students must report to Student Services to sign out before leaving.

Extended Absences

For absences of five or more consecutive days, an exemption form is required. Please request this form from your Community Leader at least two weeks in advance, where possible.

Change of Student or Family Information

For effective communication between school and home we require up to date contact information, including emergency contact details. If your details change, please contact the front office via email dl.0975,info@schools.sa.edu.au or pop in to complete a change of student information form.

If changing address details, documentation showing proof of residency, such as a utilities bill, to verify the new address is required.

Timetable

The timetable was reviewed in 2024 and was found to still meet the needs of our community. A recommendation to send daily absence SMS messages to families during lesson 1 has been actioned so parents are informed earlier.

Please note that student supervision is provided between 8:30am and 3:30pm (2:35pm on Tuesdays) and students should not be on site outside of this time unless negotiated with a Community Leader.

Lesson	Tuesday (only)	Monday, Wednesday, Thursday & Friday
1	8.45 – 10.30	8.45 – 10.30
Recess	10.30 – 10.50	10.30 – 10.50
Care Group	10.50 – 11.00	10.50 – 11.00
2	P2S 11.00 – 12.00	11.00 – 12.45
	12.00 - 12.30	
Lunch	12.30 - 2.15	12.45 - 1:25
3		1.25 – 3.10
	Early Dismissal 2.15	

Monday	Tuesday	Wednesday	Thursday	Friday
2	1	7	4	5
3	P2S	5	2	6
4	6	1	3	7

School Communications

Staying Up to Date

Springbank Secondary College has a Facebook and Instagram page where regular posts of current and upcoming events, student learning and celebrations can be viewed. Our website is regularly updated with key information and we encourage our community to regularly check in to see what is happening at the college.

DayMap

DayMap is our learner management system where information about teaching and learning, assessment, attendance, reports and communication between students, families and staff can happen. Families are highly encouraged to access the Parent Portal of DayMap to stay informed about your child's learning and events. End of Term reports are issued electronically via DayMap at the end of each term with comments provided at the end of term 1 and 3.

[Access the Parent Portal here](#)



EdSmart

EdSmart, an online tool, is used to streamline the process of capturing parent permissions and responses for a variety of student activities. When a consent form is required, you'll receive an EdSmart email with a link. Simply click the link to complete and sign the form from your phone or computer. It's quick, easy, and eliminates the need for paper forms—no more crumpled notes in the bottom of school bags! We also use the Edsmart payment platform to provide a convenient way for parents to pay excursion and other fees.

Student Support

Wellbeing Support

The wellbeing of our students is of utmost importance to us as it is at the centre of student learning. Additionally, success in learning leads to enhanced wellbeing outcomes. We provide a safe environment supporting the personal growth of students, focusing on their confidence and resilience.

Our Wellbeing Team consists of:

- 1 Wellbeing Leader
- 2 Youth Workers

Students and families can make a referral to the wellbeing team via the Wellbeing referral form on our website. Please scan this QR code for the link.



Learning Support

Springbank Secondary College is committed to providing the best possible opportunities for success in learning. Students who are funded for additional support have access to Classroom Support Officers or Student Support Officers who assist the teachers in the facilitation of teaching and learning.

Bring Your Own Device (BYOD)

In line with the Department for Education's improvement strategy for student access to devices, our Governing Council has approved the BYOD program for Springbank Secondary College students.

Our preferred device provider is Learning with Technologies (LWT). This company has successfully implemented BYOD programs and technical support to many schools across Australia, with a proven track record of timely provision of devices, flexible payment options and prompt support.

Students who are unable to purchase a device can hire a Chromebook from Springbank Secondary College.

Loan devices will be on a termly basis with the following conditions:

- Submission loan of equipment form
- Submission of commitment to pay form
- Payment of hire fee - \$30 per term (Total of \$120 year or \$90 for Year 12)
- Any damages to be paid for by the family
- Devices to be returned at the end of the year and for software updates when required.

We ask that all students participating in the AIE VET course contact the school to discuss device options before purchase because the recommended devices through LWT will not be sufficient for this course.

Student Information

EdPass

EdPass is a single sign-on system used in South Australian schools to streamline secure access to various digital tools and platforms including Daymap, Google, OneDrive. It is part of the Department for Education's efforts to simplify and secure login processes for students and can be accessed at home.

Uniform

The Springbank Secondary College uniform, endorsed by the Governing Council, is compulsory for all students. By attending this school, students are agreeing to wear school uniforms, and parents are agreeing to ensure that their child/children have access to the school uniform. School Uniform is important because

- It encourages student pride in themselves and the school
- We can identify unauthorised persons on school grounds

Sale of new school uniforms is through

Devon Clothing - 84 Daws Road, Edwardstown
ph. 8350 7903 w: devonclothing.com.au

In cases of financial hardship, the school is able to support students by providing some uniform items.

For more information, please refer to our website.



Mobile Phones

At Springbank Secondary School, access to personal devices during school hours is managed to ensure students remain engaged in their learning and interactions with teachers and peers. Our policy requires students to turn off mobile phones, smartwatches, earbuds, and similar devices at the start of the school day and securely store them in their lockers for the entire day, including break times.

In case of urgent matters, parents are asked to contact Student Services, who will assist in locating their child promptly. Parents/Caregivers may apply for an exemption for specific purposes by contacting the Community Leader to organise an appointment to discuss the medical grounds for the use of the device.

ID Cards

Students will receive their student identification card via their caregroup teacher/s mid to late term 1. Replacement ID cards can be purchased from Student Services at a cost of \$7 if required. Students use their ID cards to sign in and out at Student Services, if they are arriving late or leaving early, and to log in and enable printing of work.

Canteen

Springbank Secondary College has an onsite canteen operating at recess and lunch time daily. Online orders can be placed in advance by using the Qkr! app available for download at the Google Play store or Apple store on your device.

Transport

Routes to Springbank Secondary College can be accessed using the Adelaide Metro bus system. Springbank Secondary College is located in the Southern Suburbs and can be accessed via Goodwood Road and Winston Avenue Go-Zones G10, W90 and W91.

For more information on public bus timetables, please visit the Metro Adelaide website.

Parking

Parking is available using the School / Stadium entrance (Gate 1) for families.

Due to congestion and safety we encourage families to drop and go to minimise the number of cars in the area during busy drop off and pick up times.

Parents are not permitted to use the Gate 2 entrance, which is reserved for staff and taxi services, unless permission is granted from the Principal.

Bikes and Scooters

Sheltered bike racks are provided outside of student services between the Administration building and Northern wing. As this is not locked, students are able to bring their own bike lock to secure their property.

Lockers

Students are provided with a locker for secure storage of their belongings. To ensure security, students are required to use a combination lock supplied by Springbank SC. However, students are strongly advised not to leave valuable possessions in their lockers.

Extra Curricular Opportunities

Basketball

In association with Basketball SA, Springbank Secondary College offers a basketball program. In the junior years this program is aimed at developing skills and is offered as a timetabled subject.

In the senior years, participating in basketball as subject can offer SACE credits.

Students are expected to participate in school competitions throughout the year, as competitors, scorers and umpires.



Ice Factor

The Ice Factor program teaches, develops and incorporates life skills learned through sport. Students who are new to the program are taught to skate over the first four weeks, and then trained to play ice hockey.

Each term Character skills, Teamwork, Leadership and Team Identity lessons are taught before going on the ice to apply and train.

Students are taught how to form a team, develop and grow together to become a strong team, and to set and work toward team individual goals together.

We are always in a team, whether that is in a family, classroom, a sports team or in the workplace. The Ice Factor program recognises this, and focusses on teamwork as an essential life skill.



SRC

Student wellbeing and participation in their education becomes more effective when their ideas are listened to and their opinions valued. Springbank Secondary College benefits when students are involved in their own learning and the school's operation.

The Student Representative Council (SRC) at Springbank Secondary College is one structure which assists students and the school in achieving this ideal.

The SRC is a formal group of students, elected by their peers to represent them and their views. The SRC facilitates leadership and decision making by all students in the school. It is an important way in which our school can provide meaningful leadership opportunities for students.

Clubs

High school settings are often a place with very limited breaktime activities for students. At Springbank Secondary College our staff facilitate a range of clubs on a daily basis which are created based on suggestions from students.

Clubs currently offered include but are not limited to: Dungeons & Dragons Club, Pride Club and Wellbeing Hub activities.

Students are encouraged to speak to their care group teacher or year level coordinator if they have an idea for a club.

Student leadership of clubs is supported.

Special Events

Be Active Day

The Be Active Day is held during the Premier's Be Active Challenge and is Springbank Secondary College's version of a Sports Day. This day incorporates a range of activities including traditional sports day events, team based problem solving activities, active individual challenges and wheelchair basketball. This event is held on the last day of Term 3.



MAD Night

MAD Night is our Music, Art and Drama showcase event which is held each semester. Students prepare and perform in front of a packed crowd in our Tower Arts Centre and is often a community highlight.



Activities Week

The last week of Term 4 has students in years 7-9 in attendance as the learning program for years 10-12 has finished for the year. This week involves:

- Monday and Tuesday - Off site activities

Activities include things such as going to a swimming pool, mini golf, 10 pin bowling, cinema, etc. No other program is provided on site on these days.

- Wednesday - Student Free Day

- Thursday and Friday - On site activities

These are teacher led activities and include a range of art and craft, sport, christmas based activities and performing arts.

Presentation Assembly

The presentation assembly is our main event for the year and celebrates our Year 12 graduating class, exceptional students in a range of areas and sponsored award winners. This event happens mid term 4 during the day.



Governing Council

The Springbank Secondary College Governing Council complies with relevant legislation and established constitution to provide advice to school leaders and to drive and sustain good governance. The Governing Council provides a forum for parent and community involvement with the school regarding local policies, strategic planning, ensuring educational, cultural, and social diversity of the community is considered.

Number	Representative
1	Principal
9	Elected Parent Members
1	School Representatives (elected by school staff)
2	Community Members (appointed by the council)
2	SRC representatives

The Governing Council meets twice per term, with the Annual General Meeting (AGM) held during term 1 each year. Prior to the AGM parents/caregivers will have the opportunity to nominate for the school’s Governing Council. Non Members may attend and all parents are welcome.

Contact Information

Phone: (08) 8152 6800

Email: dl.0975.info@schools.sa.edu.au

Address: 267 Daws Rd, Pasadena SA 5042

Website: www.springbanksc.sa.edu.au



Equity
Bravery
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Growth