Appendix 5

RTP SEN IEP

Year 7 – 10 2026

Log into IKON. select: Reporting to Parents / SEN Planning / your student's name

Curriculum goals and/or Personal & Social Capability goals may be selected

Each IEP to have at least 3 goals from each subject. Stategies can be include.

Deadline: Friday week 2 Term 2

Week 3, term 2

IEPS will imported as PDFs into SEQTA and shared with parents.

Parents review the IEP and can pose questions about their child's goals.

These questions are filtered through the Learning Support Team and forwarded to staff and HOLAs if necessary.

Semester 2 reporting timeline

Class teacher to review semester goals and marks as achieved, substantially achieved.

Add a comment for each IEP.

Week 10 term 4

Copy of completed IEP is sent home to parents and uploaded to SEQTA green dot.

Before Term 1

The Learning Support Team rolls over the goals that are yet to be 'achieved' to the following semester. This sets up a new class teacher with a starting point for that year.

Access the IEP folder via the Welcome Page of SEQTA.

Year 11 & 12 2026

Open the grade / year folder, find your student's name and open their year IEP.

Write a short comment on your student's progress for the goals set last semester.

If it is not already there, insert a row under your subject and label it for the current semester.

Deadline: Friday week 2, term 2

Week 3, Term 2 IEPs will be imported as PDFs into SEQTA and shared with parents.

Parents review the IEP and can pose questions about their child's goals. These questions are filterd through the Learning Support Team and forwarded to staff and HOLAs if necessary.

Week 9, Term 4 Class teacher to review semester goals and mark as achieved, substantially achieved etc. Enter a comment.

Week 10, Term 4

Copy of completed IEP is sent home to parents and uploaded to SEQTA green dot.

Before Term 1

The Learning Support Team rolls over the goals that are yet to be 'achieved' to the following semester. This sets up a new class teacher with a starting point for the that year.