End of Semester Formal Report:

- A formal report can only be completed for a student new to the school if that student has completed at least fifteen weeks in that semester.

- When a student finishes earlier in the term than the designated “last day of term”, the end of semester report will be completed with other student reports prior to the end of the semester and uploaded to SEQTA Engage.

- Students going on holiday during a semester and returning within the same semester and as long as they have completed at least fifteen weeks of the semester, will not be graded on the outcomes they missed whilst away.

- Students new to the school may be given a modified report depending on the amount of time spent within the class.

Workbooks:

- Students finishing school early and not returning in that calendar year, take their workbooks when they leave as it is.

- Students going on holiday during a semester and returning within the same semester, wait until their return and continue with completing their workbooks leaving out what was missed whilst away.

Notes:

- Workbooks will not be posted.

- Reports will be posted if there is no access to SEQTA Engage to family home address if no forwarding address is given.

- Notification must be given in writing to the school if someone other than the parent/s is collecting a child’s report or workbooks.

- Exceptions may be allowed in consultation with the Principal.