



### INSTRUCTIONS

# Planning and feedback tool

**This resource is part of the Mentally Healthy Schools Student Mental Wellbeing Committee toolkit.**

It aims to provide a structure for recording student suggestions, as well as the actions that have been taken as a result. After students have collectively expressed an idea, issue or request that requires follow up actions by staff, use this tool to record progress.

The planning and feedback tool can be printed and completed by hand, or filled out digitally as an editable PDF. To use digitally, type directly into the table and ensure you save the document when finished. The typed responses will also show up when the document is printed.

It is acknowledged that not all requests may be able to be implemented. This is also important to communicate to students. You can revisit this tool at regular intervals to update students on the progress of actionable items.

## Student Mental Wellbeing Committee - Planning and feedback tool

<b>Date</b>	<b>Student suggestions</b> Record student suggestions, including ideas, requests and/or issues that will be actioned.	<b>Date</b>	<b>Actions</b> Record the actions/commitments agreed to as a result of the students' suggestion(s).	<b>Date</b>	<b>Outcome</b> Record when the Committee has completed the actions and summarise the outcomes.

## Student Mental Wellbeing Committee - Planning and feedback tool

<b>Date</b>	<b>Student suggestions</b> Record student suggestions, including ideas, requests and/or issues that will be actioned.	<b>Date</b>	<b>Actions</b> Record the actions/commitments agreed to as a result of the students' suggestion(s).	<b>Date</b>	<b>Outcome</b> Record when the Committee has completed the actions and summarise the outcomes.

## Student Mental Wellbeing Committee - Planning and feedback tool

<b>Date</b>	<b>Student suggestions</b> Record student suggestions, including ideas, requests and/or issues that will be actioned.	<b>Date</b>	<b>Actions</b> Record the actions/commitments agreed to as a result of the students' suggestion(s).	<b>Date</b>	<b>Outcome</b> Record when the Committee has completed the actions and summarise the outcomes.

## Student Mental Wellbeing Committee - Planning and feedback tool

<b>Date</b>	<b>Student suggestions</b> Record student suggestions, including ideas, requests and/or issues that will be actioned.	<b>Date</b>	<b>Actions</b> Record the actions/commitments agreed to as a result of the students' suggestion(s).	<b>Date</b>	<b>Outcome</b> Record when the Committee has completed the actions and summarise the outcomes.