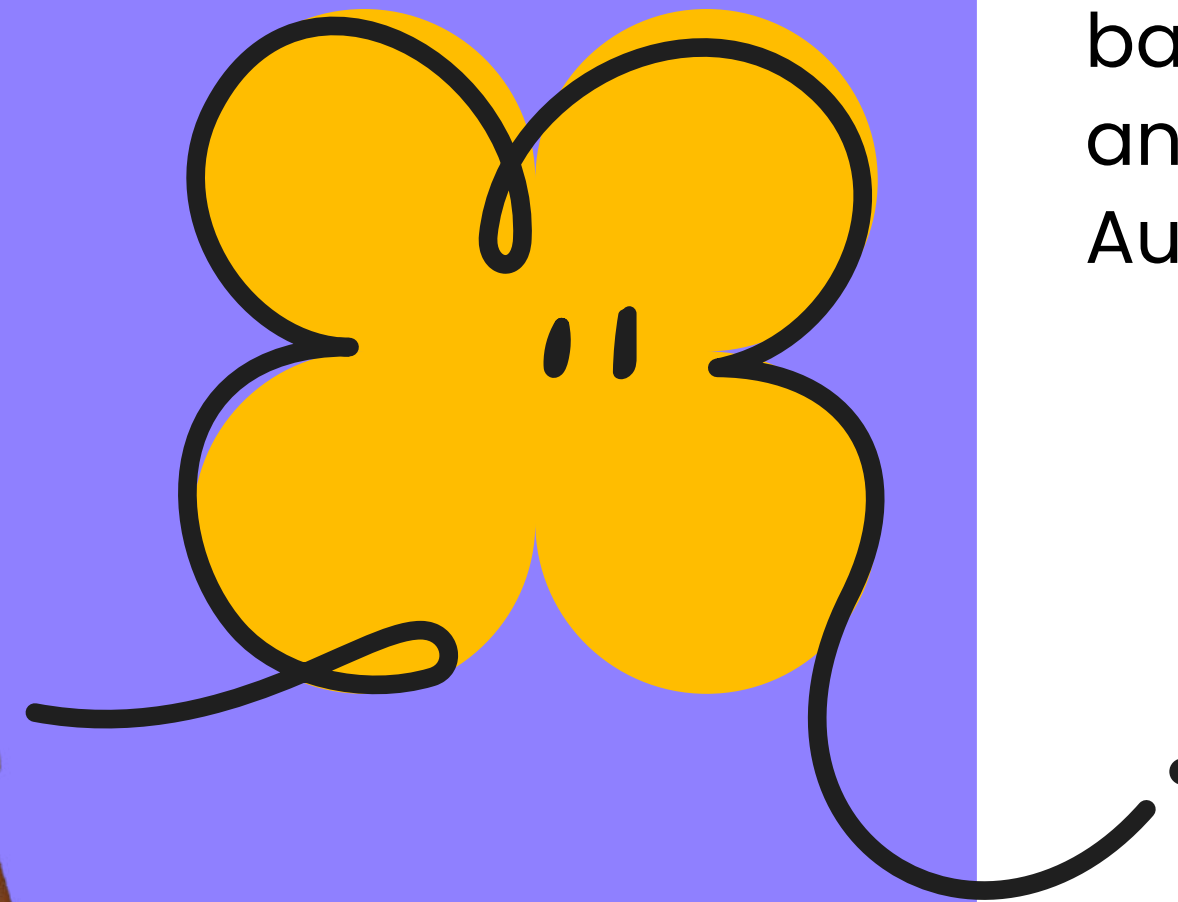


m.
my mind
check



School Planner

A guide for school staff to plan check-ins using My Mind Check, a free, voluntary and evidence-based digital mental health and wellbeing check-in for Australian schools.



Delivered by



Funded by



Australian Government
Department of Education

About this guide

The School Planner is a valuable tool designed to help schools organise and schedule mental health and wellbeing check-ins through My Mind Check. It provides a structured approach to planning, ensuring that each step of the process is clear and timely.

Recommendations and resources provided by My Mind Check aim to assist schools but must be used in line with the privacy and health requirements of your state or territory, as well as those specific to your school.

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My Mind Check


Macquarie University
Wallumattagal Campus
Macquarie Park NSW 2109

My Mind Check School Support Team

T: 1300 606 770 (8am – 4pm weekdays)

E: support@mymindcheck.org.au

mymindcheck.org.au



An easy way
to plan for
check-ins
at your
school

Choose your My Mind Check Team

School Principal (or delegate)

Responsibilities

Responsible for ensuring My Mind Check is conducted appropriately in your school, adhering to the terms of the My Mind Check Use Agreement.

Additional Resources

[School Principal Guide >](#)

[Extra Template >](#)

Your Representatives

School Principal

Name:

Email:

Delegate (optional)

Name:

Email:

School Administrators

Responsibilities

Responsible for in-portal administrative duties (such as adding staff, adding students and scheduling sessions).

Additional Resources

[School Administrator Guide >](#)

[Extra Template >](#)

Your Representatives

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Session Supervisors

Responsibilities

Responsible for running and supervising check-in sessions.

Additional Resources

[Check-in Guide for Session Supervisors >](#)

[Extra Template >](#)

Your Representatives

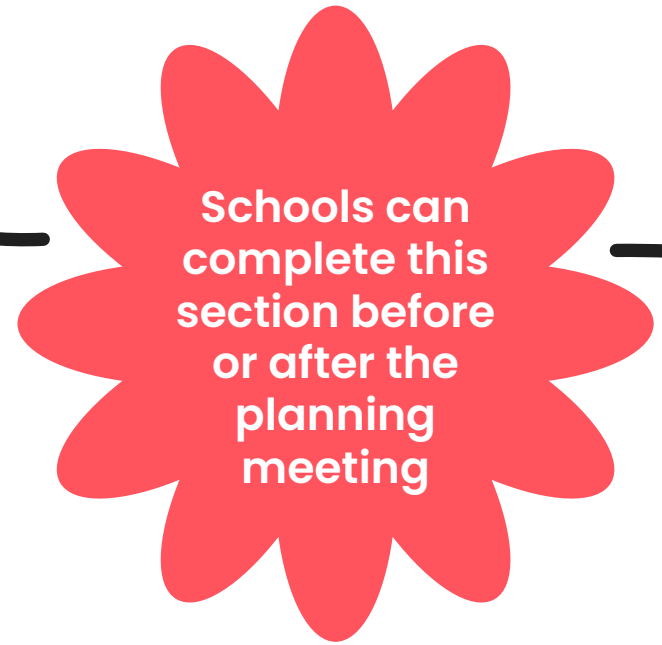
Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:



School Champions

Responsibilities

Responsible for reviewing check-in outcomes and following up. Ideally, staff who undertake this role will have training, experience and/or interest in student mental health and wellbeing.

Additional Resources

[Follow-Up Guide >](#)

[Extra Template >](#)

Your Representatives

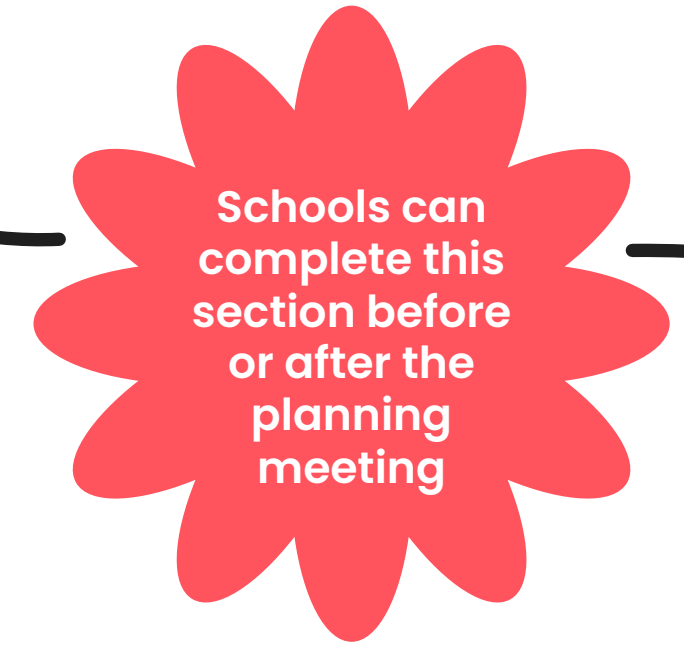
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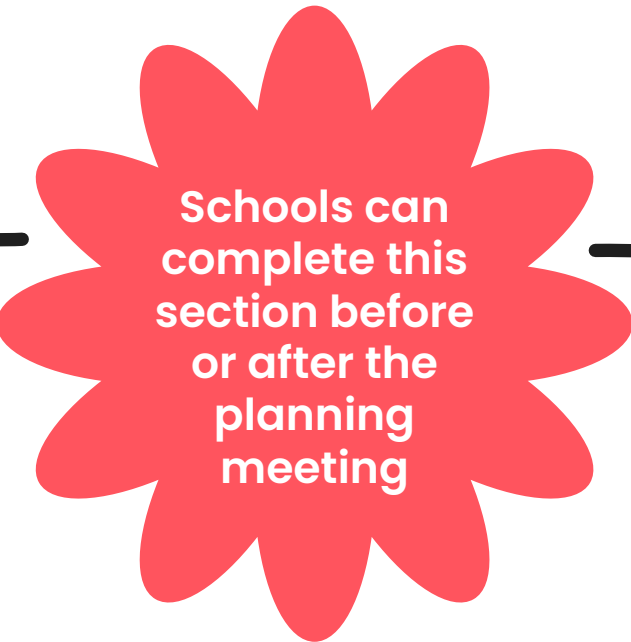
Name: Email:

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Consent Manager(s)

Responsibilities

The role of Consent Manager should be undertaken by staff member(s) with access to the portal. Therefore, please nominate suitable candidate(s) from those who also have a role as a School Principal (or delegate), School Administrator, Session Supervisor or School Champion.

The consent process (including collecting, tracking and storing consent) is the responsibility of each school. It should be handled in line with your usual processes, systems and privacy regulations (separate from the My Mind Check portal). Consent Managers are responsible for managing this process and communicating to School Administrators which students to upload into the portal (that is, those with consent).

Schools may have one Consent Manager for their entire cohort, or a Consent Manager per year level or sub-school.

Consent templates are available below.

Additional Resources

[Consent Templates >](#)

[Extra Template >](#)

Your Representatives

Name: _____ Email: _____

Responsible for the following year level(s) or sub-school:

Name: _____ Email: _____

Responsible for the following year level(s) or sub-school:

Name: _____ Email: _____

Responsible for the following year level(s) or sub-school:

School Executive (optional)

Responsibilities

The School Executive role is optional and can be assigned at the school's discretion. Schools may choose to designate individuals who hold high-level school governance positions.

Individuals assigned to this role will have access to whole-school and year-level outcomes but will not have access to individual student outcomes.

Additional Resources

[Extra Template >](#)

Your Representatives

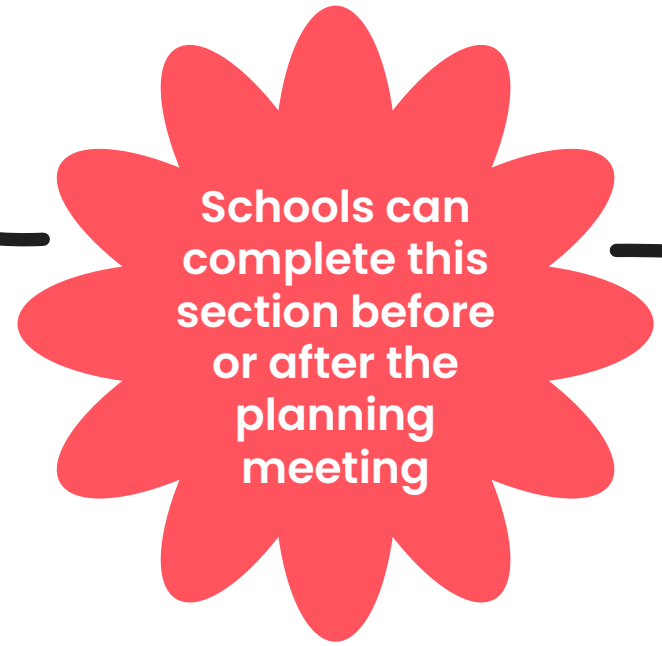
Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:



Other participants (optional)

Responsibilities

Extra support staff, as needed. These individuals will have no access to the school portal.

Additional Resources

[Extra Template >](#)

Step 2.
[Choose your students >](#)

Your Representatives

Name:

Email:

Name:

Email:

Name:

Email:

Name:

Email:

Name:

Email:

Schools can complete this section before or after the planning meeting

Choose your students

Your school will conduct check-ins with the following year level(s) (select all that apply).

Foundation (Year 0)..... Number of Students:

Year 1 Number of Students:

Year 2..... Number of Students:

Year 3..... Number of Students:

Year 4 Number of Students:

Year 5 Number of Students:

Year 6 Number of Students:

Year 7..... Number of Students:

Year 8 Number of Students:

Year 9 Number of Students:

Year 10..... Number of Students:

Year 11 Number of Students:

Year 12 Number of Students:

What is the total number of students in your cohort?

The total number will automatically generate.

Consider your capacity to follow up

What is your likely rate of 'opt in' consent?

High rate Medium rate Low rate

Should your school directly adopt the follow-up steps recommended by My Mind Check, School Champions can expect to communicate check-in outcomes (in writing or verbally) for an estimated 12–15%* of participating students within two weeks of their check-in.

12–15% of your total cohort is -

12–15% of is -

* Based on our research results, you can expect that about 12% of students will be flagged in the *struggling* (red) range and another 3% will be flagged in the *vulnerable* (amber) range, on average across Australia. However, the number in each category within any given school is not possible to predict and will depend on many factors. In our previous research we found that most schools ranged from as few as 5% to as many as 25% in the *struggling* (red) category. It is important to remember that about one-third of these students are likely to already be receiving mental health services.

Extra Template >

If you anticipate higher follow-up numbers, consider staggering your check-in sessions to manage the flow of work for School Champions.

Step 3. Choose your method >

STEP 03

Choose your method

Consider your students' access to devices (specifically, whether they have individual or shared access to internet-enabled desktop computers, laptops or tablets). This will impact whether check-ins occur in one timeslot or spread across multiple timeslots.*

A

All participating students, or an entire year level, complete their check-in at the **same time** in the **same space** (e.g. the school hall).

B

Check-ins occur across **different classrooms**, but all at the **same time**.

C

Check-ins are scheduled at **various times** (for example, in high schools, this may be during a **compulsory subject** that all students of the chosen year level(s) eventually attend).

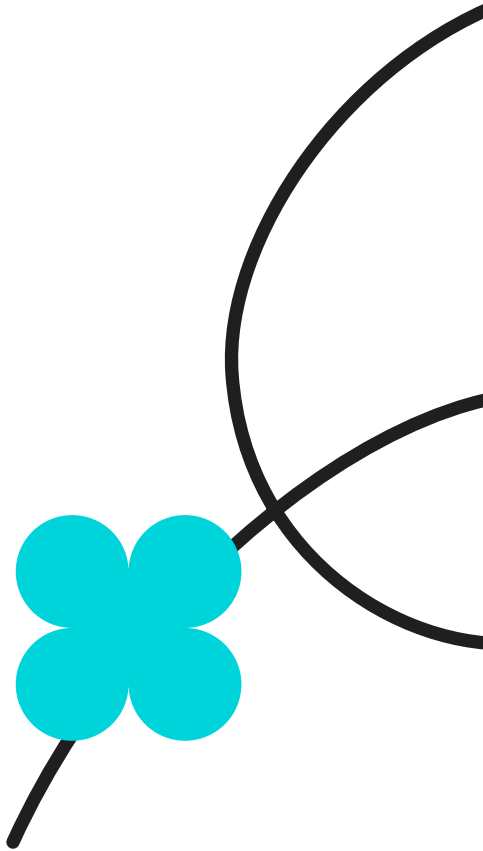
D

An **alternative way** that better suits your school:

Applicable year levels	
Selected method	View Primary School Scenarios > View High School Scenarios >
Approximate number of Session Supervisors for year(s)	

* Session Supervisors may also choose to run check-ins over multiple timeslots (with smaller numbers of students participating at once) if their check-in space does not allow sufficient levels of privacy, or if several students need significant levels of support to complete their check-in.

[Extra Template >](#)



Step 4.
Create your My Mind Check timeline >



Create your timeline

Year levels:

Check-in window:
(automatically generated)

Steps	Description	Start Date	End Date	Task Manager
1 Consent collection	<ul style="list-style-type: none"> Collect, track and store consent. Manage the process in line with your usual processes, systems and privacy regulations (separate from the My Mind Check portal). Consent templates > are available* Provide an accurate list of consenting students to the relevant School Administrator. 			Enter a Consent Manager
2 Finalise plans	<ul style="list-style-type: none"> During or after your consent collection process, complete a Scheduling Template > to finalise your plans for each individual check-in session. Provide the completed template to the relevant School Administrators, Session Supervisors and School Champions. 	(automatically generated)		Enter any My Mind Check Team member
3 Complete in-portal tasks	<p>Follow the School Administrator Guide > to:</p> <ul style="list-style-type: none"> Upload staff and consenting students into the school portal Schedule check-in sessions according to the details in the Scheduling Template. 	(automatically generated)		Enter a School Administrator
4 Conduct check-ins	<ul style="list-style-type: none"> Run your assigned check-in session(s), following the Check-in Guide for Session Supervisors > 			All Session Supervisors
5 Follow-up	<ul style="list-style-type: none"> Review outcomes and respond following the Follow-Up Guide > Should your school directly adopt the follow-up steps recommended by My Mind Check, School Champions will be advised to communicate check-in outcomes for an estimated 12–15% of participating students within two weeks of their check-in. 		Within 2 weeks of each check-in session	Enter a School Champion

* Recommendations and resources provided by My Mind Check aim to assist schools but must be used in alignment with the privacy and health requirements of your state or territory, as well as those specific to your school.

[Extra Template >](#)

Step 5.
[Next Steps >](#)



STEP 05

Next Steps

Confirm that your My Mind Check Team agree upon the details in this School Planner, including the proposed **timeline** and the designated Task Manager assigned to lead each step. Adjust details, as necessary. Distribute the finalised School Planner to all staff involved in My Mind Check at your school.

Finalise who will be assigned to each My Mind Check role and inform School Administrator(s) with access to the portal. School Administrators should then add staff to the portal and dispatch 'Welcome' emails (following instructions in the **School Administrator Guide** >).

Participating staff members will receive their 'Welcome' email and log in to the portal to familiarise themselves. They may navigate to the guide pertinent to their My Mind Check role via the **School Resources** > page.

Participating staff members should review the guide relevant to their role and undertake their responsibilities at the correct times according to your school's My Mind Check **timeline**. They should discuss any questions about their responsibilities or the timing of their task(s) with the relevant Task Manager.

Use our **Schools Communication Toolkit** > containing promotional materials to tell your students, caregivers and school staff about My Mind Check. This can occur before your consent collection process begins, or at the same time.

If you have any questions, contact the My Mind Check Support Team at support@mymindcheck.org.au or call 1300 606 770 (8am-4pm weekdays)

Let's help students reach their potential

Poor mental health affects about 14% of children, which impacts their educational potential.

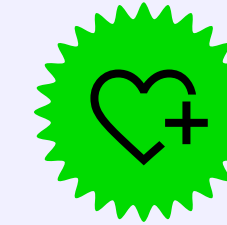
By Year 9, young people experiencing mental health concerns are on average two years behind their peers.

Research shows that by conducting mental health and wellbeing checks in schools, we can dramatically improve educational outcomes for children.

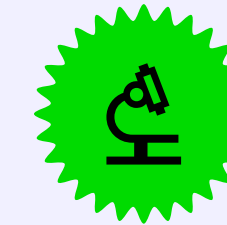
Australian schools can access My Mind Check, a free digital mental health plus wellbeing check tool expertly designed for schools.



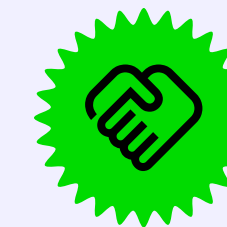
Free and easy to use



Combines mental health and wellbeing



Based on evidence; it's tried and tested



Provides individual summaries with follow-up guidelines for schools to help support students


**my mind
check**

Delivered by



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