

# Staff Appraisal and Suggestion Report

Name ..... Role.....

1. Describe how you feel about your role at the Boarding House. What have been the positives and the tensions in your role?

.....  
.....  
.....  
.....  
.....  
.....  
.....

2. What advantages and disadvantages do you find in working in your current workplace structure?

.....  
.....  
.....  
.....  
.....

Are you happy with the amount of workload that you currently have?

.....  
.....  
.....

What Professional Development would assist you to support your career goals?

.....  
.....  
.....

Are there any areas you wish to discuss ? (Please use the back of this page if required)

.....  
.....  
.....  
.....  
.....

DATE for Discussion.....

# Daily Staff Report

**Date.....**

(Information from Staff to Head Supervisor, Head of Boarding and Principal,  
Please **sign** every entry for future referral and use **time** of day if appropriate)

## **Duty of Care Issues**

(notices, parents information, safety notices etc.)

.....  
.....  
.....  
.....  
.....  
.....  
.....

## **OH&S Issues**

(reports, current or possible incidences)

.....  
.....  
.....  
.....  
.....  
.....

## **Student Behaviours ( Challenging or positive)**

Name..... Issue..... Outcome.....  
.....

Name..... Issue..... Outcome.....  
.....

Name..... Issue..... Outcome.....  
.....

Name..... Issue..... Outcome.....  
.....

Name..... Issue..... Outcome.....  
.....

## **Staff Requirements or Needs**

.....  
.....  
.....

## **What skills were used today in order to work effectively?**

.....  
.....  
.....

.....  
.....