[School name]
[Address]
[Telephone · email]
[Date]

AI and your child

Dear parents and carers,

AI tools are now part of the software your child meets at school and at home. This letter sets out, in one page, what we allow, what we teach, and how you can help.

What we allow

[Adapt this paragraph to section 6 of your AI policy.] Staff use AI tools under strict rules, and a person checks everything before it is used. Pupils use AI only in planned, supervised lessons, through school systems.

What we teach

That AI sounds confident even when it is wrong, where the line is between help and cheating, and who to tell when something online goes wrong. [For secondary pupils: relationships, sex and health education now covers how AI chatbots can create a false sense of friendship or give harmful advice, and how to spot deepfakes.]

What we ask of you at home

Most AI tools have age limits in their terms, often 13 or 18, and they mean it. Talk about what your child uses, and keep the "show me" conversation friendly.

What to watch for

Fake or altered images, chatbots that present themselves as friends, and homework that arrives suspiciously polished.

If something worries you

Contact the [role] at school. Anything involving images of children should come to us the same day. Please don't share or forward such images to anyone, including us.

Our full AI policy is at [location]. Thank you for your support.

Yours faithfully,
[Name]
[Role]