



Artificial Intelligence (AI) Policy Information for Parents and Carers

Date: April 2026

Review date: April 2027

Approved by the Advisory Board: May 2026

Linked with other policies:

- Safeguarding including Child Protection Policy
- Cyberbullying Policy
- Online Safety Policy
- Data Protection Policy
- Environmental Policy
- Curriculum Policy

Signed:

A handwritten signature in blue ink that reads "S. Day".

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Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	April 2026		New policy

What do we mean by “AI” in school?

Artificial Intelligence (AI) refers to computer tools that can help with things like:

- reading text aloud,
- simplifying language,
- suggesting ideas,
- helping staff organise information more quickly.

At All Saints Lessingham, AI is never used to replace teachers, relationships, or care. It is used carefully as a support tool, where it genuinely helps learning or reduces unnecessary workload for staff.

Why is the school exploring AI?

We are exploring the safe and responsible use of AI to:

- Support learning, especially for pupils with additional or special educational needs
- Remove barriers, for example through text-to-speech or simplified reading
- Give staff more time to focus on pupils rather than paperwork
- Help pupils develop digital skills in a world where technology is a growing part of everyday life

Our approach follows national guidance from the Department for Education and exam rules set by the Joint Council for Qualifications (JCQ).

Our approach: people first, technology second

Our values remain the same.

- AI will never replace teachers, teaching assistants, or trusted adults.
- Relationships, wellbeing, and individual support always come first.
- AI is best used as a helper, guide, or starting point – not something that does thinking instead of pupils.

Every pupil is different, and AI is not suitable for everyone.

How AI may be used to support learning

Where appropriate and beneficial, AI tools may be used to:

- read text aloud or convert speech to text
- simplify language or instructions
- adapt resources to different reading levels
- support engagement and confidence in learning

AI use is always:

- teacher-led
- closely supervised
- matched to a child’s individual needs

For some pupils, AI may not be used at all if it is not suitable for their needs, stage of development, or wellbeing.

Teaching pupils about using AI safely

As part of learning, pupils will be taught (at an age-appropriate level):

- what AI is and what it can and cannot do
- that AI can sometimes be wrong or biased
- how to think critically rather than believing everything AI produces
- that some work and thinking should be “AI-free”

This supports wider learning about staying safe online and making responsible choices.

AI and staff workload

Some AI tools may be used by staff to help with:

- drafting lesson plans or reports
- adapting learning resources
- summarising information

This does not replace professional judgement. Staff remain fully responsible for all decisions and content, and the aim is simply to reduce unnecessary workload and allow more time for pupils.

Keeping children safe

Safeguarding is central to our approach.

- AI is not used for emotional support, counselling, or advice about relationships, mental health, or safeguarding.
- Children are always supported by real people they know and trust.
- Pupils do not have unsupervised or unrestricted access to AI tools.

All AI tools are checked for:

- safety
- suitability for pupils with SEND
- data protection
- fairness and bias

If any concerns arise, a tool can be stopped immediately.

Data protection and privacy

We take privacy very seriously.

- Personal details (such as names, medical information, or IDs) are not entered into open AI systems
- Only approved tools are allowed
- Each tool is checked to make sure it meets data protection rules

The school’s Data Protection Officer oversees this process.

Parental consent and choice

We believe parents and carers should be informed and involved.

- You will be kept informed about AI use through newsletters, the website, and school communications.
- Explicit consent will be requested for any specialist or higher-risk AI tools, especially those that:
 - use voice or other biometric data
 - support individual communication or access needs
 - are used on a named-pupil basis

Important to know:

- AI use is never compulsory
- Saying no will never disadvantage your child
- Alternatives will always be available

You can withdraw consent at any time.

AI and exams or assessments

The school follows national exam rules.

- Using AI to produce work and passing it off as a pupil's own is not allowed
- However, tools that support access (such as text-to-speech) and form part of a pupil's usual support are allowed when used appropriately
- Teachers check work carefully to make sure it reflects a pupil's own learning

Sustainability and responsible use

We also consider the environmental impact of technology.

AI use reflects our wider commitment to:

- sustainability
- responsible digital habits
- pupil voice, including through our eco-committee

Students are encouraged to think about technology use in an ethical and environmentally responsible way.

A final reassurance

- AI does not replace good teaching
- AI does not replace care, relationships, or understanding
- AI is one of many tools, used carefully, thoughtfully, and only where it adds real value

If you have any questions or concerns, we welcome conversations and value your partnership in supporting your child.