A 30-minute staff session on AI

The agenda by the minute, the rule, the prompt and the checking questions. Print it for the chair, and the prompt card for teachers.

Minutes	Part	What happens
0–3	Why we are here	The one-sentence purpose, and an unsigned question on a slip
3–8	The data rule	The rule word for word, and a before-and-after prompt on screen
8–23	The hands-on task	Write 3 min · read 4 min · check 5 min · two pairs report 3 min
23–28	The policy page	Three parts read aloud; questions on the exit card
28–30	The next step	One use within two weeks, and the department meeting date

The rule: we never put anything into an AI tool that points to a particular student: name, marks, health, family or photo. We describe the situation, not the student, and we use only the tools the school has approved.

The prompt: “You are a [subject] teacher for [grade]. Write five short questions that check students' understanding of the lesson [lesson title], ordered from easiest to hardest. With each question, give the correct answer and one common mistake students might make. Use language a student of this age understands, and stay within what the lesson covers.”

Check before you use it

- [ ] Every fact and every answer is correct
- [ ] The level is right for my students
- [ ] It matches the set textbook and stays within the lesson
- [ ] I wrote down the one thing I changed