



20 October 2025

Dear Parents and Carers,

As part of our commitment to providing a forward-thinking, inclusive, and safe educational environment, West Midlands Academy Trust (WMAT) is taking proactive steps to explore how Artificial Intelligence (AI) can support teaching, learning, and school operations.

Our aim is to use AI responsibly to reduce time spent on administrative tasks, allowing staff to focus more on working directly with pupils and families. We also want to ensure our students are prepared for a future where AI will play an increasingly important role in society and the workplace.

We understand that the use of AI in schools raises important questions. Please be assured that our approach prioritises:

- **Student safety and wellbeing**, in line with Keeping Children Safe in Education (KCSIE) guidance.
- **Data protection and privacy**, with strict controls on how AI tools are used and what data is processed.
- **Human oversight**, ensuring AI supports but does not replace professional judgement.
- **Transparency and fairness**, with clear communication to families and staff.

To help you understand our approach, we've prepared a guidance note that includes:

- An overview of the approved AI tools we use (e.g. Microsoft Copilot, Canva, TeachMateAI), and how they support teaching and learning.
- How we ensure AI use aligns with safeguarding, GDPR, and professional standards.
- Guidance for parents regarding the use of AI in assessed coursework, particularly for GCSEs, BTECs, and other qualifications, in line with JCQ regulations.
- A set of FAQs to address common concerns.
- A link to our dedicated webpage, which will be regularly updated with information and resources.

We believe that with your support and understanding, we can make the most of the opportunities AI presents to enhance your child's education, while maintaining the highest standards of safety, ethics, and professionalism.

We invite you to read the attached guidance and welcome any questions or feedback you may have.



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Thank you for your continued support.

Yours faithfully,

Nicola Raggett
Headteacher



Guidance Note for Parents and Carers: Responsible Use of AI in WMAT Schools

Why Are We Using AI in Education?

West Midlands Academy Trust (WMAT) is committed to using technology to improve educational outcomes and operational efficiency. Artificial Intelligence (AI) tools are being introduced to help staff reduce time spent on administrative tasks, allowing more time to be focused on teaching and supporting pupils.

AI is also a key part of the future workplace, and we want our students to be prepared to engage with it safely, ethically, and confidently.

What AI Tools Are Being Used?

WMAT has approved a small number of AI tools for staff use. These include:

Microsoft Copilot – for drafting documents, summarising notes, and productivity support.

Canva – for creating educational visuals and classroom materials.

TeachMateAI – for lesson planning and resource creation.

The Key GPT / SLT AI – for drafting school policies and letters.

ChatGPT – for internal planning and anonymised data analysis.

All tools are used under strict conditions to ensure data protection and safeguarding.

AI will not be used for:

- Automated marking of student work
- Making decisions about student progress, behaviour, or support needs
- Replacing teachers in the classroom
- Storing or processing identifiable personal data about pupils without consent

How Do We Keep Students Safe?

WMAT follows national guidance including:

Keeping Children Safe in Education (KCSIE) – ensuring students are not exposed to harmful or inappropriate content.

Department for Education (DfE) AI Guidance – ensuring AI use supports learning and does not replace human judgement.

Ofsted Expectations – ensuring AI use does not negatively affect educational quality or safeguarding.

No personal or sensitive data about students is entered into AI tools unless approved by the Trust's Data Protection Officer (DPO) and protected by secure systems.

AI and Assessed Coursework

If your child is completing coursework for qualifications (e.g. GCSEs, BTECs), please note:

- Students must not use AI to generate or complete assessed work unless explicitly permitted by the awarding body.
- The Joint Council for Qualifications (JCQ) requires students to declare any AI use in coursework.



- Teachers will guide students on what is acceptable and ensure integrity is maintained.

What Are the Safeguards in Place?

- Only approved tools are used.
- Staff receive training on responsible AI use.
- AI outputs are reviewed for accuracy, bias and hallucinations
- No decisions affecting students are made by AI alone.
- All AI use is monitored and reported if concerns arise.

Frequently Asked Questions

Q: Will AI be used to teach my child?

No. AI supports staff with planning and admin tasks. Teaching remains led by qualified professionals.

Q: Is my child's data safe?

Yes. WMAT follows strict GDPR rules. No personal data is entered into AI tools without approval and safeguards.

Q: Can students use AI tools?

Yes, students are permitted to use AI tools in accordance with the AI acceptable use agreement.

Q: What if I have concerns?

You can contact your child's school directly or visit our AI information webpage for updates and contact details.

Stay Informed

We've created a dedicated webpage where you can find:

- Updates on AI use in WMAT schools
- Links to national guidance
- Contact details for questions or feedback

<https://www.wmatrust.co.uk/ai-in-schools>