

## About this tool

Some families choose to use AI tools such as ChatGPT to help when communicating with their child's school. These tools can help turn rough notes into clearer questions, emails or summaries. They can also help you think through how to explain a concern or plan what you want to say.

This resource provides examples of prompts that parents sometimes use when working with AI tools to support school communication.

## When to use this tool

- organise your thoughts before a meeting
- prepare questions to ask the school
- draft an email to a teacher
- summarise meeting notes or school information
- prepare for a difficult conversation
- review an email before sending it

## How to use it

1. Copy one of the prompts below into ChatGPT or another generative AI tool.
2. Replace the blank sections with details about your situation. AI tools work best when you provide clear information about the situation.
3. Review the response carefully and adjust the wording so it sounds like you.
4. Make sure the message reflects what you want to communicate before sending. AI responses are suggestions only and should always be reviewed and edited by you.

## Using AI Tools: Helpful Tips

### **Be clear about what you need**

AI tools work best when you clearly explain the situation and what kind of help you are looking for.

### **Use your own voice**

AI-generated responses are suggestions. Review and edit them so they reflect what you want to say and sound like you.

### **Keep messages simple**

Short, clear messages are often the most effective when communicating with schools.

### **Check for accuracy**

AI tools may occasionally produce incorrect or incomplete information. Always review the response carefully.

### **Focus on your child's needs**

When drafting messages, keep the focus on supporting your child's learning, wellbeing and participation.

### **Privacy reminder**

Avoid including identifying information such as your child's full name, the name of the school, personal contact details and medical reports or sensitive documents.

For example, instead of writing:

*"My child Jermery in Year 4 at Riverside Public School..."*

You could write: *"My child in Year 4..."*

## ChatGPT Prompt Examples

You can copy and paste the prompts below into ChatGPT or another AI tool and adapt them to suit your situation.

### Preparing for meetings

#### Organising my thoughts for a meeting

Help me organise my thoughts before a meeting with my child's school.

Here are the main things I want to discuss:

[list your concerns or topics]

Please help me turn this into 3–4 clear points I could raise during the meeting.

#### Preparing questions for a meeting

I have a meeting with my child's teacher about support at school.

Here is the situation:

[brief description]

Can you help me generate some respectful questions I could ask to better understand how the school is supporting my child?

#### Preparing what to say in a meeting

I have a meeting with my child's school and want to explain a concern clearly.

Here is the situation:

[describe briefly]

Can you help me draft two or three sentences I could say during the meeting to explain the concern and ask for support?

Please keep the wording respectful and collaborative.

#### Preparing for a difficult conversation

I need to talk to my child's school about a concern.

The situation is:

[describe briefly]

Can you help me prepare a few sentences that explain the concern clearly and respectfully?

## Writing messages

### Drafting an email to the school

Help me write a short and respectful email to my child's teacher.

The situation is: [describe briefly]

What I would like is: [meeting / clarification / support]

Please keep the email calm and collaborative.

### Rewriting a message so it sounds calm and clear

Please help me rewrite this message so it sounds calm, respectful and collaborative.

The goal of the message is:  
[brief explanation]

Here is my draft:  
[paste message]

### Turning a long explanation into a clear message

I have written a long explanation about a concern with my child's school.

Please help me turn this into a short and clear message that explains the concern and what support I am hoping for.

Here is my explanation:  
[paste notes or explanation]

### Checking the tone of a message

Please review this email and tell me whether the tone sounds respectful, clear and collaborative.

If needed, suggest small changes that would help improve the tone.

Here is the email:  
[paste email]

## Following up after a meeting

### Summarising a meeting

Help me write a short follow-up email summarising a meeting with my child's school.

Here are my notes from the meeting:  
[paste notes]

Please help me summarise the key points and next steps clearly.

## Understanding information

### Summarising school information

Help me summarise this information from my child's school.

Information:  
[paste message, policy, or notes]

Please summarise the key points in plain language.

### Understanding a school response

I received this message from my child's school and I want to understand it better.

Message:  
[paste message]

Please explain the key points and suggest any questions I might ask if I need clarification.

### Generating ideas for strategies or supports

My child finds [describe challenge] difficult at school.

Can you suggest some strategies that teachers sometimes use to support students with this?

### Turning notes into clear questions

Help me turn these notes into clear questions I could ask my child's teacher.

Notes:  
[paste notes]

Please keep the questions respectful and focused on understanding how the school can support my child.