Your AI Take-Home Pack

Copy-ready prompts, a commitment card, and the privacy rule — keep this and reuse it every week

How to use this pack. Each prompt below has [brackets] to fill in. Open **Microsoft 365 Copilot, signed in with your school account** (in Teams or the Microsoft 365 Copilot site) — signed in, your data is protected. Paste a prompt, swap the brackets for your real lesson, and read the result critically before you use it. The goal: one folder of inspection-ready evidence per lesson, built in minutes.

The 4-step control model — you stay in charge

- **Ask** — define the class, goal, constraints, and the output you need.
- **Check** — verify facts, privacy, curriculum fit, tone, age-suitability.
- **Adapt** — adjust for your real students, culture, and school policy.
- **Teach** — use your professional judgement. The AI never decides; you do.

Privacy red-line — never break it. No student names, photos, grades, medical / behaviour / disciplinary records, parent contacts, or confidential school documents go into any AI tool. Describe the situation generically instead.

The prompt recipe (works for anything)

- **Context** — grade, subject, topic, time, class needs.
- **Task** — what you want made or improved.
- **Constraints** — curriculum, tone, difficulty, materials, language level.
- **Output format** — worksheet, table, lesson plan, parent message, quiz, rubric.
- **Quality check** — ask it to flag misconceptions, add an answer key, or self-check for privacy.

Build your Inspection Bundle — the 4 core prompts

Run these four for one real lesson and you have a complete, inspector-ready evidence folder.

1 · Lesson plan

```
Act as an expert teaching assistant. Create a [40]-minute Grade [X] lesson on [topic].
Include: learning objective, real-life hook, simple explanation, a 3-tier task
(support / standard / challenge), 5 quick-check questions with answers, one common
misconception with a correction, and an exit ticket. No student names. Format it so
I could show it to an inspector.
```

2 · Differentiated worksheet

```
Create three versions of a worksheet on [topic] for Grade [X]: support, standard, and
challenge. Keep the same learning objective but adjust difficulty, scaffolding, and
question depth. Include 8 questions per level, an answer key, and one common mistake
to watch for.
```

3 · Assessment items

```
Write 5 assessment questions on [topic] for Grade [X], mixing recall, application, and
reasoning. Provide a clear answer key and mark allocation. Flag any question that may
be ambiguous or have a common wrong answer students fall for.
```

4 · Parent message + vetting check

```
Write a warm, professional message to parents about [topic / progress area]. Supportive,
not blaming. Include 3 practical tips. No student names, grades, or private details.
Then review everything you just produced for factual accuracy, age suitability,
curriculum fit, privacy risks, and bias — and list any corrections.
```

Subject-tuned prompt packs

Pick your track. These are starting points — make them yours.

Science teachers

Make an abstract idea visible

```
Explain [concept] for Grade [X] in five ways: a visual explanation, an analogy, a simple
low-cost classroom demo, a real-life example, and a common misconception with a
correction.
```

Lab without the lab

```
Create a teacher checklist for a safe classroom experiment on [topic] using school-safe,
low-cost materials. Include setup, risks, student instructions, cleanup, and what to do
if materials are unavailable.
```

Major-subject teachers (English, Maths, Social Studies, Languages)

Mistake clinic

```
Create a 20-minute mistake clinic for Grade [X] students who confuse [error A] with
[error B] in [subject]. Include a mini-example, two practice tasks, and a self-check
checklist.
```

Specific, kind feedback at scale

```
Write 10 short feedback comments for students working on [skill]. Make each specific,
kind, and actionable. No student names or private details.
```

Homeroom teachers

Warm parent update

```
Write a warm message to parents about [routine / behaviour area]. Supportive, not
blaming. 3 practical tips. No student names or private details.
```

Student reflection sheet

```
Create a one-page student reflection form for a homeroom class. Include prompts on
effort, organisation, friendships, wellbeing, and one goal for next week. Keep the
language kind and age-appropriate.
```

Commitment card

Fill this in before you leave. It is what turns today into next week.

Prompt	Your answer
One thing I will STOP doing manually	
One AI routine I will TRY this week	
One student group I can SUPPORT better	
One CHECK I will always do before using AI output	

One prompt a week — keep the momentum

Week	Theme	Try this
1	Lesson planning	Build one full lesson plan with the core prompt.
2	Differentiation	Make a support / standard / challenge worksheet.
3	Feedback	Generate 10 specific, kind feedback comments.
4	Vetting	Catch one AI mistake and note how you fixed it.

Spot the Lie — game cards

Teams of 3. Four minutes per card. Each card hides FOUR problems: a factual error, a privacy risk, a bias/tone problem, and a made-up source or weak teaching idea. Find all four. (Answer key is on the last page — facilitator keeps it.)

CARD A — Science / Physics

AI output to inspect:

"Newton's first law means objects need a continuous force to keep moving at a constant speed. To personalise the demo, paste each student's name and full grade history into the tool. Always use g = 10; the value 9.8 is unnecessary detail. Students who don't finish the task are simply lazy."

Factual error: _____ Privacy risk: _____ Bias/tone: _____ Made-up/weak: _____

CARD B — English / History

AI output to inspect:

"The Treaty of Versailles was signed in 1920, ending the First World War. Here is a guaranteed-real line from Shakespeare's Macbeth: 'The future's not ours to see.' Email this feedback to the parents of the three weakest students, named in the list below. Boys naturally struggle more with essay structure."

Factual error: _____ Privacy risk: _____ Bias/tone: _____ Made-up/weak: _____

CARD C — Maths / General

AI output to inspect:

"To find the area of a circle, use A = 2πr. Below are five 'differentiated' practice questions — they are all the same difficulty. Source: Smith (2021), Journal of Mathematics Education, p.44. Also attach the class's full mark sheet so the tool can rank every student."

Factual error: _____ Privacy risk: _____ Bias/tone: _____ Made-up/weak: _____