THOMAS TALLIS SCHOOL

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23 February 2026

Dear Parents and Carers,

Subject: **Use of AI in school for Year 10 and 11**

Over the last few years, we have been carefully building an understanding of how artificial intelligence technology can benefit students and staff at Tallis. We feel strongly that young people need to have meaningful experience of using AI tools to prepare them for the future. Therefore, we are committed to providing them guidance on safe and respectful AI use, along with an appreciation for the challenges the technology presents, such as bias, environmental impact, and privacy.

We are now carefully introducing the use of generative AI into lessons. We have started with the use of Copilot, Gemini and Canva. These have been available to post-16 students over the last term and will next become **available to students in Years 10 and 11 from Monday 23 February.**

Students must only use Copilot and Gemini after they have logged into their school account, and they will receive instructions to help them do this. Once logged in, a symbol in the top right corner of each of the AI tools will confirm to students that their work is safely held within the school's ecosystem and will not be used for AI training. Copilot's symbol is a green shield icon, whilst Gemini's symbol is the word "EDU". They still need to avoid typing any personal information into the school's AI tools, in the same way they should avoid doing this with other AI tools.

Over time, we will be adding more AI tools to the allowed list, only if they are suitable for school use, including a need to comply with GDPR (data protection) requirements.

As part of introducing AI into lessons, teachers will start to use a traffic light guidance system for classwork, homework, projects and assessment, as follows:

- Green means that all permitted AI applications can be used in line with school policies and guidance, meaning use should be documented and referenced.
- Amber means that the teacher will permit a specific AI application or applications for specific parts of the assignment.
- **Red means that no AI can be used at any point. This is the default position unless indicated by a teacher.**

We will frequently review the impact of AI tool use by both staff and students. Please contact me at apape@thomastallis.org.uk, or Katherine Rowley-Conwy at krowley-conwy@thomastallis.org.uk, if you have any questions or concerns about your child using AI tools in school.

Yours sincerely,

Andrew Pape
Head of Computer Science
AI Coordinator and Online Safety Coordinator

Katherine Rowley-Conwy
Deputy Head: Achievement, Progress & KS4-5