

Dear Parent/Carer,

08 October 2025

As Artificial Intelligence (AI) continues to evolve, it has become apparent that not all students possess the necessary guideline for using AI tools. While AI tools can provide great assistance in learning, they also pose risks when misused by students. At St Marks Academy, we believe in fostering creativity, critical thinking, and integrity. To that end, we would like to reiterate our assembly with exam year groups last week outlining some important guidelines regarding students' use of AI.

1. AI as a Support Tool, not a Substitute– Students are encouraged to use AI only as an aid to learning, not as a replacement for their own effort, creativity, or independent work.
2. Academic Integrity– Submitting AI-generated work as one's own is considered plagiarism. Students must always give credit when AI has been used in research or idea generation.
3. Skill Development– Over-reliance on AI hinders the development of essential skills such as problem-solving, writing, and critical thinking. Students should focus on building their own abilities first.
4. Responsible Use– AI should be used thoughtfully and ethically, avoiding inappropriate, harmful, or misleading applications.

To ensure fairness and uphold our school's values, the following consequences will apply for misuse of AI:

- First instance: A warning and resubmission of the assignment without AI assistance.
- Second instance: Deduction of marks and a meeting with parents.
- Repeated misuse: Academic disciplinary action as per school policy.

We will be asking your young person to sign a declaration confirming that all work submitted will be their own.

We kindly request your support in reinforcing these guidelines at home. Together, we can help students understand that AI is not meant to replace human effort, but rather to enhance learning when used responsibly.

Thank you for your continued partnership in guiding our students toward transformation.

Yours faithfully,

Ms J Khan  
Senior Vice Principal