Not sure where to begin? Try these quick prompts - just copy, paste, and watch askKira respond.

Two easy prompts to try right now
- "Please share a typical experience every teacher encounters."
- "Suggest a recipe that works for both meat eaters and vegetarians, is quick to cook, and uses everyday ingredients."

Two really easy education prompts
- "Draft a simple letter to parents reminding them about school uniform expectations."
- "Write a short staff briefing for Monday morning in plain English, using these bullet points: include Key Notices/Reminders, Week Ahead Overview, Teaching & Learning Focus, Staff Notices, Final Quick Round]."

What's next?
The following pages show more complex examples built using the TASK prompt framework:
- **T** = Type & Target (what you need, and who it's for)
- **A** = Aim (what you want the outcome to achieve)
- **S** = Specifics (the details you want included)
- **K** = Keep it clear & kind (the tone and clarity of the response)

<u>Paste a prompt from this library into askKira and review the output.</u> *To make it school-specific, attach a PDF containing your notes or relevant documents.*

The best way to learn? Play with askKira.
Try it for:
- **School:**
  - Adapting a Year 5 fractions worksheet.
  - Drafting a safeguarding update in line with KCSIE.
  - Turning complex data into a parent-friendly newsletter paragraph.
  - Writing a job advert for a new TA.
- **Home:**
  - Planning a family day trip on a budget.
  - Pulling together a simple weekly meal plan.
  - Organising a holiday itinerary.
  - Creating a checklist for a birthday party.

Need help?
- Type your question straight into askKira, you'll often get the answer you need right away.
- Speak to your school's AI lead.
- Or contact our team, we're always happy to support you - info@askkira.com.

Last Minute Assembly

Hi Kira, Please create a 10-minute assembly script for Years 10 and 11 on revision habits and resilience. Use scenarios that are relevant for 15 and 16 year olds - involve 100% accurate, well-documented and factual stories on celebrities they will know - cite the source they have come from. Include a section on the distraction of mobile phones. Must entertain, inform and educate the audience. Output with timings: 0:00–0:45 opening hook (story/stat - got to be attention grabbing) 0:45–2:00 why this matters (link to futures) 2:00–7:30 three key messages with simple examples and a pupil challenge 7:30–9:00 how we'll support you (what school will do) 9:00–10:00 what you can do this week (3 actions) Finish with a one-line takeaway for tutors to repeat. Plain UK English; no personal cases**.**

Summarising KCSiE 2025 Update

Hi Kira, Please summarise the key KCSIE 2025 updates relevant to staff (no case details): 6–10 bullets in plain English, include where to find policies, how to report concerns, and one line on filtering/monitoring expectations; end with 'what to do this week' (3 actions). Ensure the information is 100% accurate/factual and cite where the information has come from.

Parent/Carer Letter

Hi Kira, Please draft a parent/carer letter in plain English about behaviour routines. Audience: all parents/carers of year 8. Aim: explain what's changing, why it matters, what families need to do, and who to contact. Output: 200–300 words, warm but firm, no pupil identifiers, include key dates, simple "what to do next" list, and sign-off from Head of Year 8. Add an optional short version for newsletter.

Weekly SLT Brief

Hi Kira, Please create a one-page Weekly SLT Briefing in clear UK school language, aligned with DfE/Ofsted/KCSIE and GDPR-safe (use roles, not names), bullet notes; week calendar; risk log highlights; KPIs for attendance, behaviour, safeguarding themes, curriculum, SEND, PP, staffing, estates/H&S, finance; present it in this order with short bullets and traffic-light (Green/Amber/Red) statuses: 1) Headlines (3–5), 2) RAG dashboard for the areas above, 3) This week's priorities (up to 5, each with a Friday success measure), 4) Risks and current mitigations (owner role + due date), 5) Actions log (task, owner role, deadline, RAG), 6) Calendar highlights for this week (note SLT presence), 7) Key communication lines (staff briefing bullets; optional one line for parents), 8) Decisions required today (simple A/B/C options), 9) Top 5 actions (each with owner role and due date); if anything is missing, please suggest or add.

Anonymised Attendance Data

Hi Kira Can you please outline attendance trends I should be looking for when comparing KS3 and KS4? I'd like to: Gather key insights on attendance trends. See a simple dashboard summarising overall attendance as well as detailed breakdowns for KS3 and KS4. Understand GDPR-safe priority segments for groups with fewer than five absences. Develop a six-week improvement plan, including three quick wins, three medium-term strategies, weekly targets, assigned roles, and suggested parent communication points.

Differentiate a Lesson (Core/Secure/Greater Depth)

Hi Kira, Please plan an engaging Year 5 History lesson bringing Maya daily life and social structure to life. I would like the lesson to be memorable - for the children to be detectives. The lesson must entertain, educate and inform (and be relevant and hold the interest of 9/10 year olds). Please create Core/Secure/Greater Depth tasks in plain UK English, using the attached document (Learning objective, Prior issues, Time, Resources); produce a one-page plan (timings + short teacher script) and print-ready pupil sheets (tiered tasks with success criteria, quick checks, a 3-minute retrieval starter, a worked model, a simple Mesoamerica map task, and an end-of-lesson check). Make it SEND/EAL-friendly with sentence starters, word banks and clear visuals, avoid assumptions of prior knowledge, and keep everything concise and ready to print.

Parent/Carer Home Learning Update

Hi Kira,Please draft a Parent/Carer Update about Year 3 home learning using the facts and dates attached; produce two versions: (1) SMS (≤320 characters) and (2) Email (150–200 words) with a clear subject line, short headings, a contact route, and an accessibility note (how to request a paper copy/translation). Use calm, neutral UK English, be GDPR-safe (no pupil names—say "your child/children"), and state actions and deadlines plainly; if anything is missing, write [TBC].

Seating Plan

Hi Kira, Please write a one-page seating plan in plain UK English for Year 7 French. Use seat tags A1–F5 only (no names) and show a 6×5 room grid (Row A = front; Seat 1 = window; Seat 5 = door) with two clear aisles; then give 5–7 short bullets explaining zones and pairings linked to the French curriculum (phonics/pronunciation, high-frequency structures, sentence building, target-language oracy), routines (meet & greet in French → 3-min do-now → partner voice → cold-call → exit), SEND/EAL access (clear sightlines, vocabulary mats/verb frames, expert–novice pairs), and behaviour flow (Reminder → Warning → Move seat → On-call). Finish with a 3-point review plan for Weeks 1–2; keep it concise and GDPR-safe (no personal data).

Scheme of Learning Snapshot (Half-Term)

Hi Kira, Please create a one-page Scheme of Learning Snapshot for Year 6 Maths: Fractions, Decimals & Percentages (6 weeks) for subject lead/cover staff, showing a table (Week | Lesson focus | Do-now retrieve | New learning/tasks | AFL | Homework | Notes) plus key knowledge (decimal place value; FDP equivalences; % of a quantity via 10%→1% build; add/subtract related denominators), misconceptions & fixes (e.g., 0.50≠0.5 confusion, 0.7 vs 0.65, adding denominators, % misread; use place-value grids, bar models, worked/non-examples) and an assessment plan (Week 3 quiz; Week 6 test with success criteria). Include a 3-item retrieval every lesson, AFL (mini-whiteboard hinge Q, cold-call, exit question), a homework plan (Mon–Thu 5-min retrieval; Fri reasoning problem), resources & supports (fraction strips, hundred squares, dual-coded vocab, larger print, partner-talk frames), and the cohort context (30 mixed; 4 SEND—working memory/processing; 3 EAL), with Ofsted Intent–Implementation–Impact cues and GDPR-safe wording (no names).

Attendance Ladder

Hi Kira, Please create a 4-week Attendance Ladder for Year 3 (age 7–8) moving universal → targeted → DSL/EWO actions using my anonymised cohort trends, barriers and existing actions; output weekly milestones and % targets, parent call/SMS scripts, simple incentives (e.g., class marbles/"On-Time Five"), and a one-page tracker table, written in a safeguarding-aware, GDPR-safe tone with no pupil identifiers.

Safeguarding Weekly Themes (staff note)- PRIMARY

Hi Kira, Please draft a staff note with five bullets on this week's safeguarding themes in primary (e.g., online kindness, attendance follow-up, unexplained hunger/tiredness, injury explanations, who to tell and how to log) stating what to notice, how to report via the school system, DSL contact, and no case details, using KCSIE language.

Safeguarding Weekly Themes (staff note) - SECONDARY

Hi Kira, Please draft a five-bullet staff note on current secondary themes (e.g., anonymous apps/online harm, vaping hotspots, attendance concerns, peer conflict, where to log & DSL route) stating what to notice, how to record on the system, and who to contact, using KCSIE language and no identifiers.

Tutor Briefing

Hi Kira, Please write a 10-minute tutor briefing for Year 10 covering this week's notices (mock schedule/homework club), uniform/phones policy, corridor punctuality, wellbeing theme (sleep & study balance), and key dates, with five concise bullets, a calm corridor script, a KCSIE reminder ("notice, check, share"), and signposting to HoY/DSL, no personal data.

Behaviour Support Playbook (Top 5 strategies):

Hi Kira, Please create a one-page playbook for low-level disruption/anxiety/late to lessons that sets five practical strategies (pre-correction at doorway, calm script with stepped consequences, seating tweak, mini-reset routine, 2-minute restorative), safe corridor/toilet protocols, and evidence to log on MIS, framed to the Ofsted behaviour lens and GDPR-aware.

TRY-IT PROMPTS: ADMIN

AUTUMN 2025

Whole-School Newsletter (Short + Long)

Please draft a weekly update for parents/carers and the community to inform and engage. Use dates, achievements, reminders and an attendance nudge; output two lengths—SMS (≤320 chars) and email (150–200 words)- with headings, an accessibility note (paper copy/translation on request) and GDPR-safe wording (no pupil identifiers).

Trip Letter + Consent Info

Please draft a visit letter for parents/carers that clearly explains consent and payment steps. Use destination, date, cost, timings, kit list, provider and emergency contact; write in plain English, collect medical/dietary info via the approved school system (not pasted), state retention and reply/payment deadline, and include standard UK GDPR wording.

Cover/Rooming Bulletin

Please summarise today's cover and room changes for staff and students so the day starts smoothly. Use timetable changes, absent staff (roles only), rooms and equipment; output a concise table with publish times, screen/print-friendly formatting, neutral tone and no health details.

Minutes & Actions from Meeting

Please convert these meeting notes into minutes and an action log for attendees/SLT to track who does what by when. (No sensitive detail); put decisions first, then actions with owner and deadline, include the next meeting date, and add a brief GDPR-aware storage note.

Website Compliance Check

Please create a DfE School Website Requirements Checklist/Statutory Information Schools Must Publish Online so that our website meets the required DfE/Ofsted regulations. Produce a yes/no checklist (admissions, SEND information report, Pupil Premium, curriculum, results, safeguarding, equality, complaints, governance, charging/remissions, privacy notice), highlight gaps, and prioritise updates and add last updated date for all policies. (Attach URL map for greater insight.)