

FOR PRINCIPALS

62 chat prompts

Prompts for Principals.

*Ready-to-use prompts for planning,
teaching and reflection.*

*The right tool at the right time.
Part of the WISE Framework for Education at
choosewise.education.*



Glossary

A few terms that recur throughout this guide. If you already know them, skip ahead to the framework on the next page.

AI — Artificial Intelligence

An attempt to make machines mimic brain functions — to "think" and learn roughly the way humans do. We don't fully understand how the brain works, but we can try to replicate the parts we do understand.

Prompt

An instruction given to a chatbot to get a desired response or task performed.

Iterate

After receiving a response from a chatbot, you refine and clarify the parts you're not satisfied with — sharpening the answer until it's what you want. The better your starting prompt, the fewer iterations you'll need.

Chatbot

A chatbot has been trained to find patterns in large amounts of text. It uses those patterns to generate a response to your prompt. The answer is produced in real time.

GPT

The underlying model (Generative Pre-trained Transformer) that a chatbot uses. The same GPT can power different chatbots — for example, Copilot and ChatGPT have both used OpenAI's GPT.

Generative AI

AI that creates (generates) text, images, video, or sound in real time when prompted to do so.

Bias

AI responses can be skewed or partial, depending on the data the AI was trained on and the biases present in that data. These biases are harder to spot in chatbots than in image-generating AI.

Hallucination

The text you receive from a chatbot is based on patterns in its training data, but word generation also involves randomness — meaning generated words can sometimes create a meaning that simply isn't true.

A framework for writing your own prompts

Role: Act as an experienced physics teacher.

Task: Create a lesson plan that introduces year 8 students to optics.

Context: I teach at a middle school, have 25 students in my class, and the lesson is 60 minutes long.

Format: Link content and activities to the physics curriculum and give me a plan that describes each part of the lesson and the materials required.

Tone: Use a formal but friendly tone.

A few chatbots to know

AI can also generate images and more, but we focus here on chat capabilities.

ChatGPT — OpenAI's chatbot

Gemini — Google's chatbot

NotebookLM — Google's tool that can, among other things, generate a two-voice podcast

Copilot — Microsoft's chatbot

Claude — Anthropic's chatbot

Perplexity — From San Francisco, was early to include source links

Duck AI — DuckDuckGo's chatbot, lets you pick among several GPTs

Mistral AI — A chatbot from France

Most chatbots have age restrictions.

How to use the prompts

All the prompts are starting points — examples to get you going. Adapt them to fit your context.

After using a chatbot for a while, you'll learn what kinds of prompts work better or worse. Try the same prompt twice — first as-is, then with the prefix "Act as an experienced expert teacher in [subject]" — and see whether the quality of the response improves. A good response means a good prompt. A poor response means the prompt needs more context or adjustment. Some chatbots are better than others at certain tasks, so if you're not satisfied despite multiple tries, consider switching chatbot.

Brackets and privacy

You paste the prompt text into the chatbot's input field. Wherever brackets *[like this]* appear, replace the text inside with whatever fits your context.

Always double-check the responses — chatbot output is not guaranteed to be accurate.

Note: Think carefully before uploading texts or documents. Never upload personal data or sensitive information. Mind GDPR.

Principals

- 01 Create an agenda for a 60-minute staff meeting at a *[primary/secondary school]* focused on improving *[specific area, e.g. student engagement or work environment]*, including three discussion points and a short group activity.
- 02 Give me five strategies for strengthening collaboration among teachers at a *[grade level]* school, with concrete examples of how they can be implemented over a school year.
- 03 Write a short welcome letter to parents ahead of a new school year at a *[grade level]* school, highlighting *[the school's vision, values, and two new initiatives for the year]*.
- 04 Suggest three practical ways to integrate *[specific focus, e.g. sustainability or digital literacy]* into the school's overall operations at *[grade level]*, including a simple evaluation method.
- 05 Create a list of five key questions for a survey to gather feedback from teachers and staff at a *[grade level]* school on *[specific topic, e.g. workload or resources]*.
- 06 Give me an example of an *[annual plan]* for improving students' *[specific skill, e.g. reading or problem-solving]* at a *[grade level]* school, with goals, activities, and follow-up checkpoints.
- 07 Suggest three ways to recognise and celebrate teachers' contributions at a *[grade level]* school over a school year, including both formal and informal methods.
- 08 Write a short guide for running a 30-minute workshop for teachers at a *[grade level]* school on *[specific topic, e.g. conflict management or inclusion]*, with a practical example.
- 09 Give me five ideas for involving students and parents in shaping the school's *[specific project, e.g. anti-bullying work or a school garden]* at a *[grade level]* school.
- 10 Create a checklist of five priorities for a principal to focus on during the first two weeks of a new school year at a *[grade level]* school, including a brief rationale for each point.

- 11 Create a plan for a 90-minute professional development day for teachers at a *[grade level]* school on the theme of *[specific topic, e.g. digital tools or student wellbeing]*, including two workshops and a follow-up activity.
- 12 Give me five ideas for reducing stress and preventing burnout among staff at a *[grade level]* school during an intensive school year.
- 13 Write a short speech (2–3 minutes) to students at a *[grade level]* school to inspire them at the start of a new project or theme, e.g. *[specific theme]*.
- 14 Suggest three ways to collaborate with the local community to strengthen resources or opportunities for a *[grade level]* school, with a concrete example for each.
- 15 Create a list of five discussion points for a meeting with the school leadership team on how to improve *[specific area, e.g. safety or inclusion]* at a *[grade level]* school.
- 16 Give me an example of a budget prioritisation for a *[grade level]* school that balances *[specific needs, e.g. teaching materials and staffing]*, with a brief rationale.
- 17 Suggest three methods for collecting anonymous feedback from students at a *[grade level]* school on *[specific topic, e.g. school environment or teaching]*, including follow-up steps.
- 18 Write a template for a weekly newsletter to staff at a *[grade level]* school with sections for updates, encouragement, and a reflection question.
- 19 Give me five ideas for increasing parental involvement in school activities at a *[grade level]* school, focusing on both in-person and digital opportunities.
- 20 Create a step-by-step guide for managing a conflict situation between two teachers at a *[grade level]* school, including three suggested mediation methods.
- 21 Suggest three initiatives to promote diversity and inclusion at a *[grade level]* school, with a short description of how each can be introduced.

22 Write a short evaluation plan for measuring the success of a new school programme (e.g. *[specific programme]*) at a *[grade level]* school, with three measurable indicators.

23 Give me five ways to use data (e.g. *[attendance statistics or test results]*) to make improvement decisions at a *[grade level]* school, with an example for each.

24 Create a list of three short activities to strengthen school identity or pride among students and staff at a *[grade level]* school.

25 Suggest a strategy for introducing and implementing a new routine (e.g. *[specific routine, e.g. morning assembly or safety procedure]*) at a *[grade level]* school, including a communication plan and a realistic timeline.

26 Create a plan for a theme day at a *[grade level]* school focused on *[specific theme, e.g. environment or health]*, including three activities and a schedule.

27 Give me five strategies for managing a sudden budget cut at a *[grade level]* school without negatively affecting core operations.

28 Write a short message to parents at a *[grade level]* school explaining a new policy (e.g. *[specific policy]*) in a clear and positive way.

29 Suggest three ways to integrate student-led initiatives at a *[grade level]* school to promote *[specific goal, e.g. responsibility or creativity]*.

30 Create a list of five questions to ask during an interview with a prospective teacher for a *[grade level]* school, focusing on *[specific priority, e.g. collaboration or inclusion]*.

31 Give me an example of a crisis preparedness plan for a *[grade level]* school in the event of *[specific situation, e.g. power outage or emergency]*, with three concrete steps.

32 Suggest five ways to use the school's physical environment (e.g. corridors, outdoor areas) to enhance learning at a *[grade level]* school.

- 33 Write a template for a monthly newsletter to students' families at a *[grade level]* school, with sections for news, upcoming events, and a call to engagement.
- 34 Give me fifteen ideas for strengthening the relationship between the school and local businesses or organisations at a *[grade level]* school.
- 35 Create a checklist of five points for evaluating how well a *[grade level]* school lives up to its vision and core values.
- 36 Suggest ten different ways to support new teachers during their first term at a *[grade level]* school, including a mentoring proposal and how it could work in practice.
- 37 Write a short encouraging message to staff at a *[grade level]* school during a busy period (e.g. *[specific time of year]*), with a concrete expression of thanks for their efforts.
- 38 Give me five ideas for reducing conflict between students at a *[grade level]* school through preventive work and positive routines.
- 39 Create a simple annual plan for introducing a new focus area (e.g. *[specific focus]*) at a *[grade level]* school, with three milestones.
- 40 Suggest three ways to use technology to streamline administrative tasks at a *[grade level]* school, with an example for each.
- 41 Write a list of five discussion questions for a meeting with the parent council at a *[grade level]* school on *[specific topic, e.g. school meals or homework]*.
- 42 Give me an example of a student survey for a *[grade level]* school to measure wellbeing, with three short questions and an open-ended section.
- 43 Suggest three ways to celebrate the school's achievements (e.g. *[specific achievement]*) at a *[grade level]* school, both internally and publicly.

44 Create a strategy for managing an increase in student absence at a *[grade level]* school, including communication and follow-up.

45 Give me five ideas for strengthening the school's reputation in the local community at a *[grade level]* school, focusing on visibility and engagement.

46 Write a short guide for conducting a 20-minute reflection with staff at a *[grade level]* school on *[specific topic, e.g. term goals]*.

47 Suggest three ways to include the student perspective in decision-making at a *[grade level]* school, with an example of a student council activity.

48 Create a list of five resources (e.g. books, websites) for principals at a *[grade level]* school to develop *[specific skill, e.g. leadership or conflict management]*.

49 Give me an example of a simple routine for following up on student and staff wellbeing at a *[grade level]* school each month.

50 Suggest three ways to collaborate with other schools in the area for a *[grade level]* school, including a joint project proposal.

51 Suggest five effective methods for me as a principal to build a strong working relationship with union representatives at a *[grade level]* school in Sweden.

52 Create a plan for a 45-minute brainstorming session with staff at a *[grade level]* school to address *[specific problem, e.g. declining student motivation]*, including three facilitation questions.

53 Write a short proposal for a pilot project to test *[specific change, e.g. flexible break times]* at a *[grade level]* school, including goals and an evaluation method.

54 Suggest three ways to use school data (e.g. grades or attendance) to identify and support at-risk students at a *[grade level]* school.

55 Create a list of five short, informal activities for building relationships between the principal and students at a *[grade level]* school over a term.

56 Give me an example of a simple action plan for managing an increase in parent complaints at a *[grade level]* school, with three steps and a communication strategy.

57 Write a short reflection guide for principals at a *[grade level]* school with three questions to answer each quarter to evaluate their leadership.

58 Give me five ideas for bringing the school's core values to life in everyday practice at a *[grade level]* school, with a concrete example for each.

59 Create a strategy for introducing a new collaboration with an external partner (e.g. *[specific organisation]*) at a *[grade level]* school, including goals and first steps. Develop a strategy for improving our systematic quality assurance work at a *[grade level]* school, including goals and steps to get there. We currently have gaps in *[specify areas with quality shortfalls]*. Bonus prompt – Leadership Coach: Act as an expert in leadership. I am a principal who wants to develop my leadership approach with the teachers at my school.

60 How can I develop and improve my leadership? Ask me questions — one question per message — to find out where I currently stand and give me advice and tips.

61 How do I use the bonus prompt?

62 Type in the full prompt and answer the follow-up questions you receive from the chatbot. Remember not to include any sensitive information!

CONTINUE ON THE WEB

The right tool at the right time.

This collection is part of a library of AI prompts for every role in the school — free to use, adapt, and share.

More prompt sets

Find prompts for principals, subject teachers, school leaders, support staff and more at choosewise.education/prompts

The WISE Framework for Education

Four questions that turn any "should we use this AI tool?" conversation into a structured decision — choosewise.education/wise

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