**Subject: Request to Attend State of AI in Schools WA – Forum (18-19 November 2025)**

Dear [Principal's Name],

I am writing to request approval to attend the *State of AI in Schools WA – Forum*, being held on 18-19 November 2025 at Curtin University. This event brings together educators, leaders, and sector experts to explore how Artificial Intelligence (AI) is shaping the future of education in Western Australia.

The Forum is hosted by the Fogarty Foundation and the Beyond Boundaries Institute, and attendance is open for either or both days. Day 1 focuses on sector insights and current practices, while Day 2 offers hands-on professional learning designed specifically for teachers and school leaders.

**Participation:**
I am particularly interested in attending: [insert Day 1 / Day 2 / both days]

* **Day 1 ($150):** Sector-wide updates, WA school showcases, and insights into AI infrastructure, ethics, and safety.
* **Day 2 ($100):** Targeted professional development workshops, practical training, and collaborative planning for AI use in schools.
* **Both days ($220):** Full program access.

The *State of AI in Schools WA Forum* offers targeted professional learning at a time when expectations around digital capability and AI awareness are increasing across the education sector. In response to the growing use of AI tools in schools and the broader community, the *Australian Framework for Generative AI in Schools* was released in 2023 by the Australian Government. This framework outlines eight guiding principles – including safety, transparency, equity, and responsibility – that educators and school leaders are expected to understand and apply when engaging with generative AI tools in educational settings.

As AI becomes more integrated into classroom technologies, curriculum delivery, assessment platforms, and communication systems, teachers are expected not only to understand how these tools work, but also how to apply them ethically and effectively in ways that enhance student outcomes. This Forum supports teachers in meeting these expectations by providing practical training, sector guidance, and access to a professional network focused on safe, equitable, and effective AI use in education.

Attendance at the Forum aligns with the **Australian Professional Standards for Teachers** and supports my ongoing professional development in the following ways:

* **Standard 2 – Know students and how they learn**

Gain foundational knowledge of how AI technologies operate, how they intersect with curriculum areas, and how they can be used to deepen student understanding, foster inquiry, and build critical thinking.

* **Standard 3 – Plan for and implement effective teaching and learning**
Explore real-world examples of how AI can support personalised learning pathways, formative assessment, classroom management, and student engagement – with a focus on inclusive and equitable approaches.
* **Standard 6 – Engage in professional learning**
Build your confidence and capability in a rapidly evolving area of education. This includes learning how to stay informed about AI developments, critically evaluate new tools, and participate in a cross-sector professional learning community.
* **Standard 7 – Engage professionally with colleagues, parents/carers and the community**
Connect with educators from across the state to share ideas, strategies and challenges around AI. Develop language and frameworks that support responsible communication about AI use with families and school communities.

This professional learning is especially relevant for educators seeking to:

* Stay ahead of curriculum and policy developments related to AI and digital capability
* Lead innovation or digital strategy within their school or learning area
* Engage students meaningfully in discussions about future work, digital ethics, and technology use
* Build leadership capacity in emerging areas of practice

Attending this Forum would support both my own development and contribute to broader conversations in our school around innovation, digital learning, and strategic planning. I would be happy to share relevant insights and resources with colleagues afterwards.