

Guidelines for submitting work via email:

- Reply to any email.
 - This is to confirm to your teacher that you have seen and received the email.
 - It only needs to be a simple "Thanks".
 - You can always add more if you have a question.
- Use formal language.
 - Set out your email or reply with letter writing conventions.
 - Check your spelling and grammar.
- Give your email a subject.
 - Class 9 English week 1. Or Class 11 Main Lesson Tuesday Week 2. Etc.
- Any files that are sent should be saved with your name and subject.
 - i.e. Esme W2 German.
- Compile work into one file.
 - A series of photographs could be included in a single word document and then sent.
 - This may take you 5 minutes, but if your teacher has to do that for 20 students it could take over an hour and a half.
- Be aware of the size of files.
 - Send small photo files.
 - Change a word document to a pdf
 - You can reduce a file size in word by selecting FILE → REDUCE FILE SIZE (in the top toolbar) and then changing the selection from 'Print 220ppi' to 'Email '96ppi'.
 - Contact your teacher if you are having difficulty emailing a large file that cannot be reduced.

Guidelines for completing SACS at home:

- All normal requirements for SACS are to be followed.
- Don't talk to others.
- Don't look at your notes or do extra research unless you are given permission to do so by your teacher.
- Don't have someone else proof read and edit your work before emailing it back to your teacher.
- Put your devices to "Do not disturb".
- You may need to send a "I have received the SAC" email. Read the instructions given closely.
- Make sure that you send it back within the required time period.