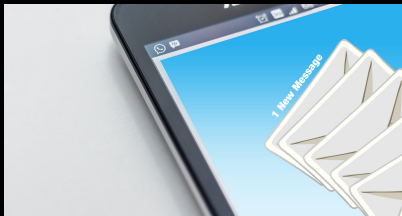




ADVICE FOR SENDING EMAILS



1. Include a subject line e.g. 'Homework'
2. Start your email with Hi, Hello or Dear
3. Use standard English when writing your message.
4. Remember to make appropriate use of capital letters!
5. End your email with a message e.g. 'Thank you for...'
6. Include your name at the end of the message.
7. Always check the address(es) before sending
8. We reserve the right to access email accounts to investigate any issues or data breaches