

## Printing Credit Protocol

- The printing credit provided by the school is show below:

Key Stage	Printing Credit added per calendar month	Maximum credits that can be accrued
3	£1	£4
4	£1	£4
5	£2	£8

- Students in KS4 and KS5 who study DT subjects may be given extra printer credits after review at times when coursework needs to be submitted.
- Printer credits will be deducted per page at the following rates:

A4 Greyscale single sided	2p
A4 Greyscale duplex	2p
A4 Colour single sided	10p
A4 Colour duplex	18p
A3 Greyscale single sided	6p
A3 Greyscale duplex	10p
A3 Colour single sided	30p
A3 Colour duplex	50p

- The 'follow me' printers around the school give students the opportunity to cancel print jobs if they have made a mistake.
- If students exceed their monthly allocation, they can buy extra printing credit. They can top-up their print credits using cash at the Finance Office by any amount from £1.
- Print credits are not sold at the IT Helpdesk or Library.
- Purchased printer credit expires at the end of a student's time at the school and is therefore not refundable.