

## TGGS Protocol - charging for excessive student printing

Dear Parent / Student,

Over the last few years TGGS have made significant progress in reducing printing costs and associated environmental impact, through the introduction of more efficient printers and by reducing the need for printing using ParentPay for parent communications and Office 365 / Moodle for student work. We use PaperCut to manage printing.

We aim to curb excessive student printing by taking the following measures which were introduced in 2013:

- Students receive a free allowance each September of £10 (this equates to approximately 200 or more A4 black & white pages). There are increased allowances for the upper years.
- Students are expected to manage their printing budget to last for the academic year, however, if a student does exceed their allowance they can top up by paying.
- Should a subject dictate excessive printing then an allowance may be made.
- Provision can be made for those on FSM if necessary.

### **An allowance of £10 was chosen to ensure that the majority of students will not incur any charges.**

The intention is not to charge for printing, but to encourage Students to keep their printing within acceptable levels. The following behaviours are discouraged:

- Repeated printing of drafts
- Careless selection of printer, and not bothering to pick up the print(s)
- Printing in colour when black & white is sufficient

The following are not considered acceptable:

- Printing birthday / Christmas cards for friends
- Printing party invites
- Printing an excessive number of posters

There are a number of measures students can take to manage their allowance:

- The balance for Papercut is always shown at logon.
- Avoid printing where possible
  - Make full use of Office 365 to store / backup files for access out of school, or view past papers, assignments, etc.
  - Upload work to OneDrive (or similar)
- Print in greyscale rather than colour when possible.
- Print double sided (duplex) when possible.
- Always check where you are sending your print.

Students can top up their allowance, paying by cash, at the following locations:  
ICT Office & Resources (Room 10).

We hope you will embrace these measures to help reduce printing costs and environmental impact.