



## King Edward VI School

### Student Printing Policy 2021-22

King Edwards VI School is committed to providing the best possible experience of education using the public money that the school receives. In order to achieve this the school needs to control all the costs associated with teaching and learning one of which is the cost of the printing done at school by our students.

Accordingly we have introduced a scheme which will put a ceiling to this cost and allow us carry on delivering excellent teaching and resources.

Under the scheme every student receives an allowance for printing at school. We have looked closely at the way in which student printing has been distributed and are setting the level of the allowance in such a way that it will allow at least three quarters of all students to print all they need at the school's cost.

The school will only pass on its own costs to students and will continue to charge the very minimum we can. The way in which we charge is set out below.

Each year group will receive its own level of allowance based on existing student printing use.

For those who need to print more at school we will make it easy to top up the 'printing' account either through ParentPay or at Student Services at school. Where a student or their family faces financial difficulty we will make funding available to help them with their printing costs. Students will be able to see what their printing is costing them and how much allowance they have left every time they print. This information will allow students to manage the printing they do at school and reduce their own costs.

This scheme will put a ceiling to the cost to the school of student printing and promote good practice while still allowing the great majority of young people to carry on printing at the school's cost.

The way in which printing is costed at King Edwards is:

- A4 – 2p per imprint in black and white or 6p for colour
- A3 – 4p per imprint in black and white or 12p in colour
- Duplex printing (printing on both sides) gets a 25% discount.

#### Allowances

Year Group	Annual Allowance	Potential Black & White copies
7, 8 & 9	£ 1.50	75
10	£ 5.00	250
11	£10.00	500

**Topping Up** top up payments using Parentpay must be a minimum of £5.00 (250 copies) or £2.00 in cash at Student Services. Allowances can be carried forward from term to term and year to year.