



# Tring School

Mortimer Hill, Tring, Hertfordshire HP23 5JD

Tel: 01442 822303 Fax: 01442 890409 E: [tringschool@tring.herts.sch.uk](mailto:tringschool@tring.herts.sch.uk)  
[www.tring.herts.sch.uk](http://www.tring.herts.sch.uk) Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

14 September 2011

Dear Parent / Carer

## Printing / copying at Tring School

At the start of every academic year each student is given an allowance to spend on the printing of school work which, if used responsibly, should be sufficient to last for the three terms.

The current allowances are:

Year 7 - £2.50, Year 8 - £3.00, Year 9 - £4.00, Year 10 - £5.00, Year 11 - £6.25, Year 12 & 13 - £7.50

Year 10 & 11 students taking vocational studies will be allocated £12.50 total per year; and those studying electronic library will receive an additional allowance of. £2.00

Printing will be charged at the following rates:

A4	Black and white	2.5p per page
A3	Black and white	5p per page
A4	Colour	10p per page
A3	Colour	20p per page

We strongly encourage the responsible use of printing such as; only print in colour if absolutely necessary and only for final versions, never print PowerPoint presentations and limit use of block coloured backgrounds.

In these times of constrained school budgets there will be no additional allowance given by the school.

**If a student runs out of credit they can purchase more at the Tring Learning Centre shop in multiples of 50p. If a student runs out of credit and cannot purchase more in the required timescale, departments will facilitate the hand in of work electronically.**

Any unused credit at the end of the year will be rolled over and next year's allowance added to it. We will not refund unused credit when students leave school and advise them to top up their credit in small amounts.

Students are responsible for keeping their user ids, passwords and pin numbers secure and known only to themselves.

Yours sincerely

Caroline Rance & David Bullock  
ICT Across the Curriculum

