

# gilesacademy

20 June 2019

Dear Parents/Carers

Giles Secure Print is the new academy-wide printing, copying and scanning service for all staff and pupils.

We have replaced all print devices across the academy with the latest Canon technology.

## How does it work?

When you send a document to print on Giles Secure Print, it is stored on a central server until you input your ID Code into the machine.

**Important:** Your Print jobs will be cleared from the queue after 3 days if you have not collected them from a print device.

All staff and student computers are automatically set to print directly to Giles Secure Print. When you print your selected printer should be Giles Secure Print.

## Allowances:

Students will be given a set allowance which they can use throughout the year. From September 2019 if students use up their allowance before it renews they will be required to pay for a top up. At this current time the software will renew allowances at the start of each calendar year.

Y7 - £1.30

Y8 - £1.90

Y9 - £2.30

Y10 - £3.00

Y11 - £3.50

Y12 - £5.00

Y13 - £5.00

Please note our costs per page are as follows:

A4 B/W = 1p

A3 B/W = 2p

A4 Colour = 5p

A3 Colour = 10p

Kind regards



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