

12th October 2018

Dear parent/guardian,

Sperrin College has recently installed PaperCut software on all printers and copiers in our school to track the quantity of paper used. From the beginning of this academic year all pupils have been given a print credit allocation which is drip fed into their account each week. The amount of credit they receive is dependent on average usage in their year group. Key Stage 4 and 5 pupils receive more than Key Stage 3 pupils to print coursework and controlled assessments.

Printing/Copying in black and white costs 2p per A4 page and 4p per A3 page. Colour printing/copying costs 6p per A4 page and 12p per A3 page.

We project that most pupils will not use all of their print credit allocation by the end of the academic year but they have the option to top up at the school office if required. The recommended top up is between £1 and £5.

Pupils can check their account balance by logging into PaperCut through C2K MySchool at <http://www.c2kschools.net> with their school username and password.

Yours Faithfully

Mr N Small

C2k Manager