

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Moriarty BA PGCE



2nd November 2017

Dear Parent/Carer,

Re: Student Printing

In September each student was given a £1 printing balance which was loaded on to each account to be used for essential curriculum printing during the year. As detailed in a recent letter from Ms Moriarty, please be reminded that parents are now expected to purchase printing credits for their children via Parentpay once they have used the pre-loaded £1. Top ups will need to be purchased in multiples of £5. It's not anticipated that any student will need to top up very often at all unless they are using their printing credits for non essential documents or a high proportion of colour printing.

We apologise if you have recently experienced any technical difficulties with this process. We are working hard to set the system to ensure minimal waste and unnecessary printing is well controlled and therefore will regulate costs. Please note that as colour printing costs 3p per A4 sheet students will be encouraged to print in black and white only and to consider the impact that unnecessary printing has on the environment.

Students will be reminded to take into consideration the environment when printing large amounts.

Should you have any issues relating to Parentpay or require financial support for this service please contact Mrs Ashworth via email at kashworth@theharefieldacademy.org who will be happy to assist you.

I would like to thank you for your support with this new system and request you top up your child's account via Parentpay as and when your child advises you that they are out of credit.

Yours sincerely,

F O'Sullivan
Deputy Headteacher