



## The Settlers High School

28 September 2020

Dear Parents

### **COVID-19 PRINTING INSTRUCTIONS FOR LEARNERS AND PARENTS**

Though the lockdown level has decreased in recent weeks, we still need to ensure that proper health and safety precautions are taken.

As a result, learners who wish to print at our school must please take note of the following:

- All printing must be sent to [print@settlers.org.za](mailto:print@settlers.org.za).
  - We will not accept flash drives, SD cards or Cell Phones.
- Please indicate whether it should be printed out in colour or black and white in the body of the email.
  - Black & White Copies: 50c per page (Duplex = R1)
  - Colour Copies: R2 per page (Duplex = R4)
- Printing can be collected directly after school between 13:30 and 14:00.
  - Any printing sent after 12:00 will be printed for the following day only and cannot be collected that same day.
- When collecting their printing, learners must enter through Computer Lab 1 (door outside Rm 109) and exit via Computer Lab 2 (outside Rm 112)
- Any printing not collected will still be charged for at the full price.

We appreciate your support and understanding in this matter. Please do not hesitate to contact us if you have any questions.

Kind regards,

THE SETTLERS HIGH SCHOOL

**The Settlers High School**

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