



Policy Statement

CHARGING FOR REPROGRAPHICS

INTRODUCTION

The charge for photocopying material for staff has five elements:

1. The cost of leasing the machines.
2. The cost of maintenance.
3. The cost of passing paper through the machines.
4. The cost of ink and
5. The cost of the paper

With an increasing number of departments buying and using their printers and with increase access to information and communication technology (ICT), the Charging for Reprographics Policy of the School is amended to take account of new situations.

PHOTOCOPYING

Generally, photocopying is done as follows:

1. By a designated member of the administration staff using a photocopying machine and/or priport.
2. By staff using a photocopying machine in the staff room.
3. By staff using departmental printers and
4. By staff using printers in the ICT suites.

PROCEDURES

When photocopying is done by the member of the administration staff:

Departments are charged an amount per sheet. The amount incorporates the five elements listed in the introduction.

When photocopying is done by staff using the machine currently located in the staff room:

Departments are charged an amount per sheet. The amount incorporates elements 1,2,3 and 4 listed in the introduction.

When photocopying is done by staff using departmental printers:

It is the responsibility of the department to cover the cost of maintaining departmental printers and the cost of ink.

When photocopying is done by staff using printers located in ICT suites:

Departments are charged an amount per ream. The amount incorporates elements 2,3 and 4 listed in the introduction.

PURCHASING PAPER FOR PHOTOCOPYING

Departments buy paper for use by staff of:

1. The photocopying machine currently located in the staff room.
2. A departmental printer.
3. A printer located in an ICT suite.

The paper may be bought:

1. From an appropriate company.
2. The school.

When the paper is bought from the School, at least a ream at a time must be purchased.

CHARGING DEPARTMENTS

A member of the administration staff keeps records of the amount of photocopying taking place.

- i. Charged per sheet for photocopying carried out by admin staff or on machine in staff room.
- ii. Charged per ream for printing in ICT suite.

The Headteacher reviews the charge to departments for photocopying to take effect at the beginning of the financial year.

It is the responsibility of the subject leader to determine what percentage of the department's annual budget allocation is set aside to cover photocopying costs and to monitor this throughout the financial year.

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