



## CHARGING POLICY

### Personal Use of School Equipment

#### Scale of Charges

The following scale of charges has been produced to enable members of staff to carry out personal work using the photocopier, printer, laminator and telephone.

Staff must, after completion of any personal work, carry out the following procedures:

- Inform the school administration of work carried out, pay and obtain a receipt
- Complete and sign the appropriate form

#### Charges

Photocopying	3p per copy
Printer copy	3p per copy
A4 Laminated Pouch	10p per pouch
A3 Laminated Pouch	20p per pouch
Telephone – Local Call (in excess 5 mins)	5p per minute
Telephone – National (in excess 5 mins)	10p per minute
Telephone – International	As per price on bill

## Personal Use of School Equipment

Please complete and sign after completion of all personal work:

Date	Equipment Used	Member of Staff	Amount Paid

Updated – February 2017  
Reviewed by Governing Body – March 2017  
Next review – February 2018