



Part of **GIPPESWYK COMMUNITY EDUCATIONAL TRUST**

Achieving success together

This Policy has been adopted and approved by Gippswyk Community Educational Trust and has been adapted for use by Copleston High School.

<b>REPROGRAPHICS POLICY</b>	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	May 2019
Ratified by Copleston LGB	1.7.19
Date of next Review	Summer Term 2020
Responsible Officer	ICT Systems Manager
Policy Number	CF2

## **Overview**

Copleston High School aims to provide a comprehensive, high quality printing and reprographics service to staff, students and where approved external clients, whilst maintaining costs to the most competitive possible.

This service has been further enhanced by the introduction of an integrated printing and print management solution to the whole school which replaces the traditional separate photocopier and personal printer solutions with a multi-functional device (MFD) capable of providing personal printing, photocopying and scanning services.

All printing and photocopying across the school incurs a cost. In order for the school to budget appropriately and sustain its provision it is necessary for the Reprographics and ICT Departments to record all printing and photocopying requests. In the interests of fairness to all departments, the school will electronically record all printing and photocopying requests made via the PaperCut software solution. All requests made will then be attributed back to the appropriate Departmental cost centre using PaperCut calculations.

The larger Reprographic department MFDs will also record usage via PaperCut. This will enable departments to be fairly charged for the usage of satellite MFDs regardless of their physical location.

## **Multi-Functional Devices MFDs**

Large floor standing MFDs are located at strategic points around the school and are intended to provide staff with a convenient, short run, self-service printing, scanning and photocopying facility. These locations are:

- Administration Suite
- Sixth Form Office
- Head of Year Suite
- Staff Room (2)

By inputting a personal PIN photocopying and printing usage will be charged back to individual departments on a pence per page basis using the PaperCut software. It is intended that these Large MFDs and Personal MFDs should not print more than 30 copies of a document with a maximum length of 20 pages at any one time. If users require print runs greater than 30 copies of a document these should be processed via the Reprographics Department.

### **Replenishing Individual MFDs**

A limited supply of paper will be left by the Reprographics Technician in individual large MFD locations for additional replenishment during the working day as required. **This paper should not be used for any other purpose.** Paper for departmental and personal MFDs can be obtained from the Reprographics department.

### **MFD Tone Cartridges**

Toner cartridges for MFDs are monitored remotely and will be replaced automatically by ICT/Reprographics team members as necessary. Staff and students should not attempt to replace toner cartridges unless they have been authorised to do so by the Reprographics Technician.

### **MFD Problems**

All problems relating to individual MFDs should be reported to either the Reprographics Department or ICT Department as soon as possible. Members of staff should not attempt to rectify issues themselves as this could cause additional damage to the machine and incur costs to the school.

### **Printing & Photocopying Costs Self Service**

Costing for individual printing jobs will be decided by the Reprographics department on a job by job basis. Members of staff will be advised on the cost of an individual job before work proceeds. This will enable the Reprographics Department to factor in economies of scale, costs for additional processes etc. A separate tariff will be published from time to time to enable adjustments to be made in the costs of particularly paper, which can vary considerably.

### **Reprographics Department**

The Reprographics Department is staffed by an experienced technician who will provide printing and finishing services for jobs that are larger than short runs of 30 or less copies. Additionally the Reprographics Department will provide colour printing facilities and various finishing processes including laminating and booklet making.

## **Paper**

All paper use will be monitored centrally from Reprographics. When additional or replacement paper is required, a member of staff should notify the Reprographics Technician that they require paper and for which large MFD location it is required.

## **Opening Hours**

The Reprographics Department will be staffed and open to receive and process orders between the hours of 8.00am – 4.00pm Monday to Friday.

## **Reprographics Office – Health & Safety & Restrictions**

The printing and finishing machinery in the Reprographics Department is specialised, and as such can be either extremely dangerous (e.g. guillotines) or sensitive (e.g. printers). Specialised training has been given to Reprographics Department staff on how to operate the machinery safely and in accordance with loan and service agreements for the machines in question. In order that we do not negate or invalidate the terms of our loan agreements and warranties with the Copier suppliers as well as protecting the general health and safety of all of our staff, **no unauthorised use of the machines in the Reprographics Department is permitted.**

## **Charging and Reporting of Capitation Accounts**

The Finance team will monitor all costs incurred across the School in relation to printing and copying. All printing and copying will be recorded directly back to the individual Department in order that accurate capitation charges can be made.

All charges to capitation will be made on the basis of the Printing and Photocopying Costs as published separately.

Capitation budget holders will receive a monthly breakdown of all reprographic and printing charges incurred against their budgets. Budget holders are responsible for the careful management of their accounts, and for the line management of staff within their various areas.

## **Concerns/Queries/Complaints**

If there are any individual concerns/queries/complaints regarding the School Reprographics Policy and procedures, they should be communicated to the ICT Systems Manager in writing via e-mail. Individual minor issues regarding the reprographics requests can be raised with the Reprographics Technician, but the Reprographics Technician will not be in a position to advise or conduct operations outside of the policy above.