



South Otterington Church of England Primary School  
Photocopying Policy

- Staff will endeavour to minimise all photocopying costs e.g. double sided or using black and white when possible.
- Copies will be saved for repeated use when appropriate.
- Copies made in error will be recycled.
- It is the policy of this school to charge for any photocopying by individual staff members for private use and organisations e.g. the Church of England; Pre-School and Big Otters After School Care.
- The charges will be updated as appropriate:

Black and white A4: 4p and A3: 8p  
Colour A4: 8p and A3: 16p

These costs are to reflect the cost of the paper used, and the copies paid through the meter counter on the machine.