



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
1432

P.O. BOX 12557
KATLEHONG
1431

TEL: (011) 307 2349
CELL: (073) 262 8287

E-MAIL: Christopher.Maluleke@gmail.com



SCHOOL POLICY

Copying and Reproduction

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To Ensure that Correctly Copied Material is Timeously Available to Teachers and Learners.
That Equipment Is at all Times Handled with Care and Discretion.

USE OF REPRODUCTION EQUIPMENT

- Only authorised persons may make photocopies.
- Each educator may request a limited number of free photocopies per month.
 - If more than the limited number of photocopies is required, the educator will have to pay for the copies at a charge as determined by the school.
 - Learners have to pay for photocopies at a charge as determined by the school.
 - A register should be kept to record all usage.
 - Learners may not be make photocopies during teaching time.

Copying

- Responsible persons should be appointed for all copying and maintenance of the copiers.
- Work must be timeously submitted for copying to the responsible person.
- A request form must be submitted for approval by the phase head before it can be done.
- No copying must be done unless the request is signed and dated by the phase head.

Use of Machines

- Machines should not be abused.
- The appointed responsible person will provide in-service training regarding the use of the machines also for removing paper jams etc.
- The machines should be kept clean at all times. No food or drink to be placed on machine.
- If a machine is faulty, repairing should not be attempted, but be reported to the responsible person who must replace toner and fill with paper.
- Paper should be used in moderation. Copies should be made on both sides whenever possible.
- Only assessment tasks should be copied not the modules.
- No copying may be done for anyone outside the school context.

