**For the attention of the Headteacher/Bursar**

**Renewal of your CLA Licence for the year 1 April 2024 to 31 March 2025**

Copyright law means you need to seek permission before you re-use or copy copyright materials. While there are [education exceptions](https://www.gov.uk/guidance/exceptions-to-copyright#teaching) in place, they are unlikely to cover all the copying conducted at your institution. Copyright licences therefore give permission to make and share copies with learners and between staff, and to give peace of mind that your staff are minimising their risk of copyright infringement.

IAPS acts as a billing agent for the Copyright Licensing Agency (CLA) and passes the fees collected onto CLA. Your fees are used to provide authors, publishers, visual artists and journalists with royalty payments.

There are three licences you can purchase via IAPS:

**The CLA Education Licence** covers the reproduction of copyright material from print and digital books, journals, magazines and periodicals, including certain online publications.

**The CLA Read Aloud Licence** is a new licence, which covers staff to make recordings of reading aloud, and to share these with learners. Find out more about the benefits of the Read Aloud Licence [here](https://cla.co.uk/cla-products/schools-licence/read-aloud-licence/).

**The NLA (NLA Schools Licence)** which allows your school to copy from national, regional and a selection of international newspapers and newspaper websites. Licensed schools are also eligible for a free Newspapers for Schools account – a searchable library of news articles going back to 2006.

The scope of all licences are described on [CLA’s site](https://cla.co.uk/), which includes terms and support materials, including a [Notice for Display](https://assets.cla.co.uk/media/2023/04/cla-education-licence-poster.pdf) and a new 30 minute training module: [Copyright Essentials](https://cla.co.uk/resources/training/copyright-essentials-schools/).

1. All licences are annual and remain valid provided you renew by paying the appropriate fee each year. The rates are as follows:
2. The CLA Education Licence

|  |  |
| --- | --- |
|  | Price |
| Band 1 (5-15 year olds) | £2.40 per pupil |
| Band 2 (16-19 year olds) | £5.81 per pupil |
| Min fee | £56.01 per school |

1. The CLA Read Aloud Licence is charged as a percentage of the main Education Licence to represent the different rights and smaller repertoire**.  If you wish to purchase the CLA Read Aloud Licence, please send enquiries to** [**accounts@iaps.uk**](mailto:accounts@iaps.uk) and IAPS can help calculate your fee.
2. The NLA Schools Licence

|  |  |
| --- | --- |
|  | Price per school |
| < 50 Students | £32.50 |
| 51 – 750 Students | £65.01 |
| > 750 Students | £97.51 |

1. For full details about the licences please follow the below links:

[https://www.cla.co.uk/licencetocopy](https://cla.co.uk/cla-products/schools-licence/)

<https://cla.co.uk/cla-products/schools-licence/read-aloud-licence/>

<https://www.cla.co.uk/nla-schools-licence>

These pages also signpost to the “Check Permissions” tool which will allow you to determine if a piece of copyright material is covered by that licence.

1. The invoice we have sent you is for the licence fee due for the year starting 1 April 2024. The licence is based, as usual, on the total number of pupils in the school (for the NLA Licence) and, further to that, those that fall within Bands 1 and 2 (for the CLA Licence) as reported in the DfE Census in January of the preceding year (i.e. 2023) and should be paid within 14 days. If fees are not received promptly by IAPS, then we will reserve the right to pass your account and contact details back to CLA.
2. Would you please arrange to pay the invoice by bank transfer to The Royal Bank of Scotland, sort code 16-23-15, account number 11757373 or send a cheque, made payable to IAPS, to Bishop’s House, Artemis Drive, Tachbrook Park, Warwick CV34 6UD.

With so many schools having the same, or similar, names would you please quote your account number in the details of the bank transfer or on the reverse of the cheque (this is a letter followed by 4 numbers and is shown on the invoice).

1. VAT at the standard rate is payable on all licences.
2. CLA is just one of the bodies licensing copyright materials. Schools may need to obtain licences from other bodies and details of some of these are available from [www.copyrightandschools.org](http://www.copyrightandschools.org)
3. If you have any queries about the licences, please contact IAPS in the first instance on 01926 461506 or email [accounts@iaps.uk](mailto:accounts@iaps.uk)
4. Our Data Retention Policy and Privacy Notice may be found on our website www.iaps.uk