



Independent Association
of Prep Schools

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For the attention of the Headteacher/Bursar

Renewal of your CLA Licence for the year 1 April 2023 to 31 March 2024

Copyright law means you need to seek permission before you re-use or copy copyright materials. While there are [education exceptions](#) in place, they are unlikely to cover all the copying conducted at your institution. As such, copyright licences are there to give a school permission to make copies or scan documents more widely.

The CLA Education Licence covers the reproduction of copyright material from print and digital books, journals, magazines and periodicals, including certain online publications. It is an annual licence and remains valid provided you renew by paying the appropriate fee each year. The bill also includes a charge for another licence CLA manages in the sector - an NLA Media Access (NLA) Schools Licence which allows your school to copy from national, regional and a selection of international newspapers and newspaper websites. IAPS acts as a billing agent for CLA and passes the fees collected onto CLA. Your fees are used to provide authors, publishers, visual artists and journalists with royalty payments.

The scope of both licences are described on [CLA's site](#), which includes terms and support materials. A recent development is the new Education Platform which hosts thousands of books on behalf of leading educational publishers and enables teachers to access digital copies of their textbooks.

1. Please make sure that the CLA [Notice for Display](#) is displayed beside all reprographic equipment in the school. These can be downloaded from the CLA website as above.
2. CLA has a simplified rate card with just two bands for schools: Band 1 for 5-15 year olds, at £2.29 per pupil and Band 2 for 16-19 year olds at £5.55. There is no charge for pupils aged under 5 years. A minimum fee of £53.50 has been applied if the sum of the pupils multiplied by the annual rate is less than this amount.
3. The NLA rates are also charged in bands being:

Pupil numbers	Fee
< 50 Students	£31.19
51 – 750 Students	£62.39
> 750 Students	£93.58

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

<https://www.cla.co.uk/licencetocopy>

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

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

5. The invoice we have sent you is for the licence fee due for the year starting 1 April 2023. 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. 2022) 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.
6. 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 4UD.
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).
7. VAT at the standard rate is payable on all licences.
8. 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
9. If you have any queries about the licences please contact IAPS in the first instance on 01926 461506 or email accounts@iaps.uk
10. Our Data Retention Policy and Privacy Notice may be found on our website www.iaps.uk