



Independent Association
of Prep Schools

Bishop's House
Artemis Drive
Tachbrook Park
Warwick
CV34 6UD

t 01926 887833
e iaps@iaps.uk
w iaps.uk

For the attention of the headteacher/bursar

**Christian Copyright Licensing International (CCLI) -
New Assembly Licences for the year 1 April 2023 to 31 March 2024**

We are pleased to work in partnership with CCLI and have jointly agreed for IAPS to administer the issuing of Collective Worship copyright licences to independent schools. This offers the same simple licence process you enjoy with IAPS for your CLA, NLA and MPLC licences. The *CCLI Collective Worship Copyright Licence (CWCL)* covers the typical activities that assist the singing in assemblies, such as projecting lyrics onto a screen or reproducing them in song sheets. This licence covers a vast repertoire of the hymns, worship and assembly songs commonly used by schools.

The *CCLI Collective Worship Music Reproduction Licence (CWMRL)* is an add-on to the CWCL and covers you to photocopy, scan or digitally share sheet music files for use during assemblies. While the SPML Licence covers the use of songs in lessons, it does *not* cover the use of songs during assemblies and collective worship, where these CCLI licences are required. Further details about these licences can be found at uk.ccli.com/iaps.

1. Enclosed is an invoice for licence fees due for the year 1 April 2023 to 31 March 2024. The licence fee is based on the number of pupils in the school in the 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 reserve the right to pass your account and contact details back to CCLI who will contact you directly.
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 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. **WE DO NOT COLLECT PAYMENTS BY DIRECT DEBIT and WE DO NOT ACCEPT PAYMENT FOR LICENCES BY CREDIT OR DEBIT CARDS.**
3. The charges for the CWCL are banded according to each school's pupil numbers:

Pupil numbers	1 to 49	50 – 99	100 - 249	250 - 499	500 - 999	1,000 – 1,499	1,500 - 2,999	3,000 - 4,999	5,000 - 9,999
Size Category	A	B	C	D	E	F	G	H	I
Fee	£ 66.67	£ 96.67	£ 166.67	£ 230.00	£ 300.00	£ 365.83	£ 449.17	£ 578.33	£ 775.83

independent
thinking

4. The CWMRL rates are also charged in bands being:

Pupil numbers	1 to 49	50 – 99	100 - 249	250 - 499	500 - 999	1,000 – 1,499	1,500 - 2,999	3,000 - 4,999	5,000 - 9,999
Size Category	A	B	C	D	E	F	G	H	I
Fee	£ 34.17	£ 49.17	£ 83.33	£ 115.00	£ 150.00	£ 182.50	£ 225.00	£ 289.17	£ 389.17

5. VAT at the standard rate is payable on all licences

6. If you have any queries about the licences please contact IAPS in the first instance on 01926 461506 or email accounts@iaps.uk

7. Our Data Retention Policy and Privacy Notice may be found on our website www.iaps.uk