



Quick Guide

The Schools Printed Music Licence (SPML) permits schools to copy entire works of printed music. However, before you make copies, run through this quick check.

- **Is my school covered by the SPML?** – All state schools in England, Scotland and Northern Ireland are automatically covered via central agreements. Many schools in Wales are covered via their Local Authorities, but if you are not sure please contact education.customers@cla.co.uk. Many independent schools are also covered, but again if you are not sure please contact us.
- **Is the source printed music publication owned by the school or (where applicable) its associated Music Education Hub / Local Music Service or by a teacher working at the school?** – This is a requirement of the SPML.
- **Is the source printed music publication an excluded title?** – Certain printed music publications have been excluded by publishers. For more information, please refer to cla.co.uk/
- **Is this music from an anthology or multi-movement vocal score?** – Up to 10% may be copied from an anthology or multi-movement vocal score, or, if it comprises fewer than 10 individual pieces, one of those pieces.
- **Are the copies to be used for a school activity?** – That is, an activity (whether curricular or non-curricular) carried out by or on behalf of a school, and which could take place in school or off-site; and during the school day or out of hours. These activities are covered by the SPML. Individual or group instrumental/vocal tuition is also covered provided it is part of the curriculum – please see the guidance on our website for further details.

Make sure you attach the following credit on the master copy:

| | |
|--------------------|----------------------------|
| SPML Credit | |
| Copy made on _____ | (date) under SPML for use |
| at _____ | (name of school/ postcode) |

If you are you making an arrangement, check you have done the following:

- Referred to section 4.8 of the SPML to understand the conditions of making a musical arrangement.
- Submitted a copy of the score of the arrangement by email to info@mpagroup.com.

Make sure you annotate the master copy with the title of the work, the name of the composer, the name of the author of any associated lyrics, the name of the publisher (if known), the name of the arranger, and added the credit

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|---|---------------------------------|
| SPML Credit (Musical arrangements only) | |
| Arrangement made on _____ | (date) under under SPML for use |
| at _____ | (name of school/ postcode) |

For further details, please visit cla.co.uk/schools-printed-music-licence

If your school does not have the SPML, it can apply for a licence at education.customers@cla.co.uk.

Schools without the SPML must contact the music publisher directly to seek permission before making copies or arrangements of printed music.

Disclaimer:

This information is intended as a guide to support the SPML. In the event of conflict, the SPML shall prevail. If you are in any doubt as to what may or may not be done under the SPML, or have any further questions, please contact our Customer Services Department at education.customers@cla.co.uk