



## User Guidelines

The purpose of these user guidelines is to support users of the SPML in their understanding and interpretation of the SPML Terms and Conditions where more detail and contextual examples might be helpful. In the event of conflict, the SPML Terms and Conditions shall prevail. Users can also refer to the SPML Glossary for definitions of terminology used in the SPML plus other guidance or support materials, and the SPML FAQs for guidance on the application of the Licence.

The Schools Printed Music Licence (SPML) permits your school to make copies and arrangements from printed music.

Provided a master copy of the printed music publication is owned by the school, or by the relevant Music Education Hub/Local Music Service, or by a teacher working in the school, your school may:

- Copy entire works of printed music (but see 'Exceptions' below).
- Adapt and arrange printed music.
- Make hard copies for as many pupils (and staff) as need them for a particular school activity.
- Create digital copies from print originals by scanning or using score-writing software.

These permissions apply to all printed music published in the UK (unless specifically excluded).

### Who can make copies?

- Any member of the school's staff.
- Teachers working in the school who are contracted via the appropriate Music Education Hub / Local Music Service.
- Teachers working in the school contracted on a freelance basis.

## Exceptions

Please be aware that there are a few exceptions to the cover outlined above:

- Some specific titles are excluded - these are listed at [cla.co.uk/](http://cla.co.uk/)
- Anthologies and multi-movement choral works (e.g. masses, oratorios, operas and musicals) are treated slightly differently. From these types of publication, you may copy up to 10% of the total (by number of pieces or movements); where such a publication comprises fewer than 10 individual pieces, you may copy only one of them.
- Workbooks are also covered – you may copy up to 10% of the total publication (by number of pages).
- Music used for collective Christian worship is not included in the SPML but is licensed through Christian Copyright Licensing International ([www.ccli.co.uk](http://www.ccli.co.uk)).

## Further information on exceptions

1. While printed music is covered by the SPML, music that is printed within books, journals and magazines (for example, musical examples within a textbook) is defined as separately and is covered not by the SPML but by the CLA Education Licence which has different terms and conditions. It's therefore important not to confuse the two categories.

If in doubt, remember that if the primary purpose of the publication is to read about the music - for example, a textbook discussing the techniques of composition which includes notated examples - it would most likely fall under the CLA Education Licence. However, if the primary purpose of the publication is to read the music, for example to perform it, it would most likely fall under the SPML.

2. 'Collective Worship' is a statutory time when pupils meet together for a time of reflection of a broadly Christian nature, often as part of a daily assembly. We need to define this separately because hymns and worship songs used in times of Collective Worship or in special services (such as Christmas and Easter) are not covered by the SPML. However, concerts that occur at religious holidays but which are not intended for worship, such as Christmas concerts or a choir and orchestra performing the St Matthew Passion before Easter do not come under this definition; likewise, music used in assembly that is secular rather than Christian do not come under this definition. It is currently a legal requirement to have permission to reproduce, store for projection, or photocopy hymn and worship song words and music for times of Collective Worship. Licences for this purpose are available from Christian Copyright Licensing International (CCLI) [www.ccli.co.uk](http://www.ccli.co.uk)

## Activities covered by the SPML

'School activities' are covered by the SPML – by this, we mean activities (whether curricular or non-curricular) carried out by or on behalf of a school, and which could take place in school or off-site; during the school day or out of hours.

Examples of school activities might be:

- A KS3 music lesson.
- Student string quartet recital in assembly.
- Copies used in school performance of a musical\*.
- Pupils sing carols at local Care Home for the Elderly.

\* While the use of copies is licensed under the SPML, the performance itself is not and schools should make separate arrangements with the relevant music publisher or PRS.

Private activities are not covered by the SPML.

Some examples of private activities are listed below.

- School staff music teacher using a school-made copy to teach private home-tutored pupil.
- Student using school-made copy in audition for independent amateur dramatics group.
- School-made copy transferred between friends or siblings attending different schools.

## Individual or group vocal/instrumental teaching

Vocal and instrumental tuition, whether on a one-to-one or group basis, is covered by the SPML so long as it forms part of a school's 'Collective Education provision' – that is, the overall set of services and facilities provided by a School for the sole purpose of educating and qualifying its pupils, as set out in its prospectus or similar resource.

The intention behind this specification is to ensure the SPML covers scenarios where pupils are receiving instrumental/vocal tuition to support the performance element of a national assessment or curricular stage.

However, where a pupil has opted to take extra-curricular vocal/instrumental tuition (for example, by a peripatetic teacher who is paid or contracted privately) such activity does not fall under the SPML.

## SPML Management

The SPML requires each school to explain the terms of this licence to its staff.

CLA would consider the following procedures to be good practice in this respect.

- Quick Guide displayed in music departments and next to reprographic equipment and printers where music might be copied in school.
- [cla.co.uk](http://cla.co.uk) embedded on school VLE or other intranet.
- Inclusion of school copyright policy in staff induction and staff handbook that identifies relevant licences and points staff to sources of further information, such as [cla.co.uk](http://cla.co.uk).
- Raising awareness of good copyright practice in staff briefings and through CPD.

## Recording and reporting copies made under the SPML

CLA conducts annual royalty exercises in selected schools, which help to inform the correct payments to rightsholders. These exercises collect information about copies made under both the CLA Education Licence and the Schools Printed Music Licence. In respect of the SPML, the purpose of royalty exercises is to ensure the accurate distribution of fees to those composers, arrangers and publishers whose works have been copied.

When your school is selected for a royalty exercise, it will be informed and fully briefed on what to do, and full support will be provided by one of our Royalties Officers who will ensure the whole process takes place smoothly. Further information about royalty exercises can be found at [cla.co.uk/](http://cla.co.uk/).

For the purposes of accurate recording and reporting, whenever you make copies from printed music publications under the SPML, 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 make an arrangement from a piece of printed music, check you have done the following:

- Referred to Clause 4.8 of the SPML to understand the conditions of making a musical arrangement.
- Annotated 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
- Submitted a copy of the score of the arrangement by email to [info@mpagroup.com](mailto:info@mpagroup.com).

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

For questions regarding the SPML, email: [education.customers@cla.co.uk](mailto:education.customers@cla.co.uk)