

How to get the most out of the Schools Printed Music Licence

A quick guide for schools

Every Copy Counts is here to help schools get the most out of the Schools Printed Music Licence. We have created this guidance to explain how the licence works and what schools need to do.

What is the Schools Printed Music Licence?

The Schools Printed Music Licence allows schools in the UK to copy and arrange printed music for their students, in both hard copy and digital format. The licence is funded by the education departments for all state-funded school and academies in England, Scotland and Northern Ireland. Schools in Wales and Independent schools currently pay individually. The licence is administered by Printed Music Licensing Limited (PMLL)

What do schools need to do?

Schools are required to report data on the printed music they have copied/arranged for use in school. This submission is done on the Printed Music Licensing Limited (PMLL) online portal. Schools simply need to create an account on the portal and submit their data.

hello@everycopycounts.co.uk
www.everycopycounts.co.uk
[@EveryCopyCounts](https://www.instagram.com/EveryCopyCounts)



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What data do schools need to submit?

Schools must submit data about all music that has been copied and arranged from print publications or digital downloads. Schools will need to collect and submit the following **five** key pieces of information:

1. Title of work (song or piece of music)
2. Title of book
3. Print publisher (shown on the book)
4. Music publisher (song or piece of music)
5. Composer or arranger

If you are reporting on **digital downloads**, then data is slightly different:

1. Title of work (song or piece of music)
2. Music publisher
3. Website purchased from
4. Composer or arranger

What does 'copy' mean?

Copy can mean any of the following and are all permissible under the licence:

- Photocopying
- Scanning
- Notation by hand
- Printing
- Digitising a printed original using notation software
- Making arrangements
- Scanning and uploading to a Virtual Learning or school network
- Sharing photocopied, scanned or PDF music to a whiteboard

Schools **must**:

- Copy only **10%** of the items in anthologies or large vocal scores
- Ensure copies are only made by teachers or other school staff to be used on **school premises**. This includes peripatetic music teachers, self-employed music teachers and those employed by the local Music Service or Music Education Hub
- Ensure the number of copies made is **equal to or less than the number of pupils in the class**
- Only use copies for **school purposes**. Copies must not be used for private activities, such as instrumental or vocal teaching
- Not copy publications specifically **excluded** from the licence. Excluded works are listed at pml.org.uk/guidance/spml-excluded-works-list/

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When do schools need to submit their data?

We recommend that schools submit their data each term, but you can choose when to submit. We understand that teachers are busy, so we want to make this process as easy as possible. You can also keep track of your data throughout the year and submit it before our annual deadline in June, which we announce in our newsletter and on social media.

To help, we've created templates for tracking your copies, available for download at www.everycopycounts.co.uk

Please remember to archive copies used during the academic year at the end of that year. If you use the same material in future years, you'll need to re-enter that data.

How do schools submit their data?

1. Visit everycopycounts.co.uk to find out more information and link to the PMLL portal
2. Create a school account on the PMLL portal
3. Start submitting your copy data!

FAQ's

We understand that aspects of copying and the Schools Printed Music Licence can be complex so we have compiled a list of Frequently Asked Questions which can be access at:



everycopycounts.co.uk

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What's in it for your school?

As a thank you for submitting data Every Copy Counts has created resources including:

- A suite of learning materials created by teachers for teachers with innovative ideas for classroom composing and song writing for all ages
- A mixed ensemble arrangement
- Guidance on copyright laws and licences
- Careers/progression routes into the music publishing industry
- Films to share with students including talks from professional composers, songwriters and music publishing experts.

Resources are unlocked on submission of data.

Why should schools submit their data?

The fees paid to PMLL are passed to publishers, who distribute it based on the music copied and arranged by schools onto the relevant composers. Every Copy Counts aims to significantly increase the amount of data submitted by schools. By submitting data, schools are directly helping music creators get paid their fair share.

Every Copy Counts is here to help

If you have a specific question relating to copying and arranging music for your students, need support with getting started with uploading data, or have any other questions we are here to help! If you would like to chat with a member of the Every Copy Counts team, please get in touch at

hello@everycopycounts.co.uk