



STRICTLY PRIVATE AND CONFIDENTIAL

Department for Education
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT

23rd November 2022

Dear Sir,

CCLI Licences for Licence Years 1 April 2023 to 31 March 2030

Christian Copyright Licensing International Ltd. (CCLI) as agent for various music rights holders is empowered to grant to schools two licences (Collective Worship Copyright Licence (CWCL) and Collective Worship Music Reproduction Licence (CWMRL)) for the reproduction of copyright-protected words and music for use in Collective Worship.

CCLI is prepared to grant the CWCL and CWMRL (the "Licences") to state-maintained schools (which includes, but is not limited to, free schools, academies and pupil referral units) within England on whose behalf the Department for Education (the "DfE") will pay the Licence Fees (the "Schools") and the DfE hereby agrees to act as an agent on behalf of the Schools, either directly when the School is an academy or via the relevant Local Authority, to assist in the granting and implementation of the Licences

[REDACTED]

A specimen form of the Licence Certificate is attached as Appendix 1. Terms defined in the Licences shall have the same meaning when used in this letter. Other than the Licence Fees which are calculated in accordance with Paragraph 3 below, where the Licences are subject to change, any changes shall be notified to the DfE prior to being incorporated in the Licences and prior to being posted on CCLI's website three months prior to 1 April in any year.

This letter sets out the terms of this agreement between CCLI and the DfE.



Christian Copyright Licensing International Ltd
Unit 16-17, Pacific House, 1 Easter Island Place, Eastbourne BN23 6FA
Registered in England & Wales: 2580472 VAT No: GB 583 6735 03

// ccli.com

1. The DfE hereby warrants that it has the authority to act as an agent for the Schools in respect of the Licences and to enter into the Licences on behalf of the Schools.
2. CCLI shall grant the Licences to all Schools in respect of which the DfE confirms it is authorised to act and pays the appropriate Licence Fees as outlined in Paragraph 3 of this letter.
3. For each Licence Year the DfE agrees to pay, on behalf of each School, the appropriate Licence Fees which will be calculated based on the number of pupils as provided to CCLI in accordance with Paragraph 4 herein plus any VAT thereon within 30 days of receipt of CCLI's invoice, each annual invoice to be sent on 1 April of the respective year. See Appendix 2. [REDACTED]

[REDACTED]

[REDACTED] CCLI reserves the right to charge interest on any late payment as set out in the Licence.



4. The DfE shall provide CCLI annually by 31 October of each year with one year in arrears School Census data showing the number of schools as set out in Appendix 3. Such data to be broken down into individual schools and Local Authorities.
5. The DfE will appoint or nominate a licensing co-ordinator to act as a central contact for CCLI in matters relating to the Licence and the DfE shall confirm the name and contact details of said licensing co-ordinator to CCLI and notify CCLI of any changes to these details in a timely manner.
6. CCLI requires the DfE to provide up-to-date contact details for all schools, such details to include full postal address of the School, telephone number and email address and the DfE agrees to supply such information where held via Get Information About Schools (GIAS) or other means.
7. CCLI and the DfE shall work together on a joint communication plan to Schools. CCLI shall notify schools either direct, or via the local authority or the multi academy trust, as appropriate, that the DfE has undertaken to pay the Licence Fee on its behalf and that the School is thereby licensed and is subject to the terms and conditions of the licence, which are available on the CCLI website.
8. CCLI shall ensure that all support materials are available to Schools via CCLI's website and shall respond to any enquiries related to the Licences in a timely manner.
9. The DfE shall maintain a page on the gov.uk website on which links to key information about the Licences can be provided.
10. In respect of each School, the Licences shall be deemed to have been granted on receipt by CCLI of a counter-signed copy of this letter from the DfE and, for the avoidance of doubt, on payment of the Licence Fees by the DfE within 30 days of receipt of CCLI's invoice.
11. This Agreement shall commence on receipt of a counter-signed copy of this letter by CCLI, and shall continue until 31 March 2030, subject to Paragraph 12, below. It may be extended subject to the mutual agreement of both parties hereto.
12. This Agreement may be terminated by either party giving at least six months' written notice. Should this be less than six months from the end of the licence



period (31 March) the department will be liable for full payment for each month, or part thereof, of the subsequent licence period to the end of the six months' notice. Termination of this Agreement shall not result in CCLI being due to refund any amount relating to the licence period during which termination occurs.

13. In the event of notice being served by the Department for Education, no refund will be made in respect of licence fees already paid to CCLI. Schools will be deemed licensed for the balance of that licence period.

Yours faithfully

[Redacted signature block]

CCLI Ltd.

Agreed and accepted:

For and on behalf of CCLI Ltd.

Name:

Position:

Date:

Agreed and accepted:

For and on behalf of the Department for Education

Name:

Position:

Date:


Enclosed:

- | | |
|------------|---|
| Appendix 1 | Copy of Sample Licence Certificate |
| Appendix 2 | 2022 Licence Fee Tables (<i>effective 1 Apr 2022</i>) |
| Appendix 3 | Schools Data to be supplied to CCLI by DfE |



APPENDIX 5

Sample Licence Certificate



Certificate of Licences & Services

GRANTED TO

CCLI Test Primary School

Organisation covered

**CCLI Test Primary School
Unit 16-17 Pacific House
1 Easter Island Place
Eastbourne
BN23 6FA
United Kingdom**

Account number

781098

Licence / Service	Size	Licence number	Expires
Collective Worship Copyright Licence	A	646736	30/11/2022
Collective Worship Music Reproduction Licence	A	646743	30/11/2022



Please check the CCLI website for the Terms of Agreement related to the rights and responsibilities provided by each of the licences and services listed.



APPENDIX 6

Licence Fee Tables for 2022 showing the usual rates for UK schools and the discounted rates per school type.



APPENDIX 7

As per Paragraph 4, the DfE shall provide School Census data, including the following information per school:

- URN
- LA Reference Number
- LA Name
- Estab
- LAestab
- School Name
- School Premises Address
- Phase
- Sex of School Description
- School Type
- Status
- Religious Character
- Number of Pupils
- School Office Telephone Number
- School Office Email Address
- Head Teacher's Name