

COPYING POLICY

**Presented to
Full Trustees
3 July 2025**

Date approved: ¹	22 June 2022
Date reviewed: ²	3 July 2025
Date of next review: ³	Summer 2028

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- References to School are taken to mean any school within the Four Cs Multi-Academy Trust

POLICY FOR COPYING FROM BOOKS, JOURNALS, PERIODICALS AND TELEVISION/FILM RECORDINGS

- 1.0 Trust schools are licensed with The Copyright Licensing Agency (Ltd), subject to terms and conditions, that permits the copying and re-use of extracts of text and still images from printed books, journals and magazines, and from digital publications (including websites that are free-to-view but not free-to-copy).
- 1.1 Full details of what the Licence covers is displayed adjacent to all photocopiers in schools so that staff can easily identify what is covered and associated extent limits. Administration staff within Reprographics facilities are also aware of the Licence and checks are made for compliance.
- 1.2 The latest versions of the Licence are always referred to. As updates are provided, they are circulated to staff and displayed appropriately.
- 1.3 Requisition forms that staff complete when ordering copies to be made specifies the restrictions and refers staff to the full Licence to ensure compliance.
- 1.4 The use of AI must not infringe copyrighted material in any form.

2.0 TELEVISION RECORDINGS

All television programme recordings must be taken and be properly labelled in accordance with the Educational Recording Agency Licence. In order to comply with the Licence regulations all recordings must be marked with the date and title of the recording and with a statement in clear and bold lettering that "this recording is to be used only for educational purposes". The ERA does inspect schools from time to time to check that the terms of the licence are being complied with.

3.0 FILMS

Under UK copyright law, schools wishing to play a film in public generally require a licence from the copyright owner or its representatives before doing so. 'In public' means to an audience outside of the home. If the school does not obtain the required licence there is the risk of infringing copyright. With this in mind, every quarter, schools have to let Filmbank Distributors Limited know which films have been screened under the Public Video Screening Licence in the preceding 3 months.

- 3.1 PVS Licence is a trademark of Filmbank Distributors Limited, registered office: Warner House, 98 Theobald's Road, London WC1X 8WB. Registered in England No. 1021212.

4.0 POLICY REVIEW

- 4.1 The Trustees will review this policy in line with the procedure for policy review.

Date for review - if no other reason for review (see policy review procedure) this policy will be reviewed every three years.