

The Money Charity's Financial Education workshop: Terms and Conditions

The following outlines our expectations from schools/colleges and teachers during our visit to your school. Booking a workshop with The Money Charity will constitute your agreement to these terms. If schools/colleges fail to comply with these terms, the charity may need to reconsider working with the school or college in the future.

Our expectations on the day of the workshop

- ✓ A teacher will meet the presenter at the school/college reception at least 15 minutes prior to a session being delivered. The presenter must then be shown to the room that the workshop will be delivered in.
- ✓ All equipment for the workshop, including projector and laptop should be set up ready *prior* to the presenter arriving at the school/college.
- ✓ A teacher is required to stay with the presenter for the duration of their time at the school.
- ✓ All students will be required to complete a short evaluation form at the end of the session. Students should come prepared by bringing pens/pencils.
- ✓ Completed forms should be returned to the presenter immediately after the session is delivered.
- ✓ Anonymous information from these evaluation forms may be used in our reports or on our website or in other ways deemed appropriate by the charity.

Expectations from teachers during the workshop

- ✓ As presenters are visitors to the school, it is important that teachers support trainers to reinforce structure to the workshop and to limit any student distractions.
- ✓ Teachers are expected to be engaged and involved in the workshop/topic. We do not expect teachers to view workshops as 'free periods'. An engaged teacher will result in more engaged students.
- ✓ **Teachers are ultimately responsible for the management of the class.** Teachers are expected to lend support to presenters in delivering workshops and ensuring students are respectful and cooperative with trainers. Teachers should be prepared to step in at any time if necessary.
- ✓ Teachers must address any behavioural issues which occur during the workshop and respond in the way in which they would if they were leading the class.
- ✓ Teachers should support the presenter with IT related issues.

Cancellation fee policy:

- A workshop which is no longer needed and not cancelled costs the charity unnecessary money. If a workshop needs to be cancelled or rescheduled, the school/college will need to inform The Money Charity/or the relevant presenter no less than 48 hours prior to the planned date of the workshop. No charge will be made to the school in this instance.

- **If less than 48 hours' notice is given then the school/college will be charged a cancellation fee to cover the costs that the charity incurs in administrating and coordinating the cancelled workshop.**
- **At our absolute discretion, The Money Charity may decide to waive the fee in exceptional circumstances or for circumstances which are deemed by The Money Charity to be outside of the schools and/or teachers control.**

Less than 48 hours' notice for cancelling a workshop will incur a £100 fee for the school/college. If more than one workshop was to be delivered on the same day at the same venue, then the first will be charged at £100 and subsequent workshops at £50 per cancelled workshop.