

## SIFET Schools Partnership Agreement 2018/19

‘My Money Talks’ is delivered by the Stewart Ivory Financial Education Trust (SIFET) in partnership with each participating Secondary School.

This Schools Partnership Agreement outlines a summary of the programme offered by SIFET, the responsibilities of each party and the terms and conditions which the participating school agrees to comply with.

### INTRODUCTION

This Schools Partnership Agreement is between the Stewart Ivory Financial Education Trust (SIFET), Scottish Registered Charity No SC045517 and

Name of School	
Name of Local Authority	

By completing this Partnership agreement, you are agreeing to the delivery of ‘My Money Talks’ financial education sessions for S6 students, provided by SIFET. You agree to comply with the terms and conditions and to support the SIFET representative (Financial Education Officer) delivering the sessions. You agree to this Partnership Agreement with the full knowledge, authority and support of your Head Teacher/SMT.

A copy of the completed Partnership Agreement will be sent electronically to your Head Teacher and the school contact for school records.

### ‘MY MONEY TALKS’ OVERVIEW AND SIFET COMMITMENT

The key objectives and core principles of My Money Talks includes:

- 2 Financial Education sessions, each of 50-60 minutes duration, aimed at S6 students entitled Managing Your Money and Borrowing
- Delivery free to schools
- Developed to support transition to post school destinations
- Developed to contribute to a school’s delivery of financial education as part of Curriculum for Excellence

**SIFET will:**

- Provide a Financial Education Officer to deliver 2 sessions on Financial Education
- Provide additional support to schools through the SIFET website providing additional resources for young people and suggested follow up lessons able to be delivered by schools.
- Evaluate the quality of provision in your school through the completion and analysis of student and school questionnaires with a focus on meeting learners’ needs.
- Wear a SIFET ID badge

## PARTICIPATING SCHOOL COMMITMENT AND TERMS AND CONDITIONS

The participating school will:

- Provide a link teacher who will undertake responsibility for communication, organisation and planning of the delivery of the ‘My Money Talks’ sessions in consultation with the Financial Education Officer (FEO).
- Ensure a teacher is present for the duration of the sessions.
- Where possible, schedule the delivery of the My Money Talks sessions in class sizes of no more than 30\*
- Provide a suitable setting for delivery of powerpoint presentations and discussion groups.
- Support the FEO in undertaking student evaluation through a web-based survey
- Undertake an evaluation of the ‘My Money Talks’ sessions.
- Ensure any cancellation is notified to the FEO at least a week in advance.
- Where possible, support further follow up of ‘My Money Talks’ sessions eg. by undertaking an additional lesson using resources available for schools on the ‘My Money Talks’ website.
- Aim to resolve any issues in an open and constructive manner.

We recognise that it is not always possible to provide class size groups of no more than 30, however SIFET believe that the impact of ‘My Money Talks’ sessions to larger groups cannot be as effective as opportunities which allow students to engage in discussion and activities and which deepen learning.

I confirm that I have read and understood the school’s commitment and terms and conditions above.

<b>Name of School Contact:</b>	
<b>Signature of School Contact:</b>	
<b>Email of School Contact:</b>	
<b>Date</b>	

Please complete Appendix 1 –

**PARTICIPATING SCHOOL AND PROGRAMME DELIVERY INFORMATION**

**APPENDIX 1**

**PARTICIPATING SCHOOL AND PROGRAMME DELIVERY INFORMATION**

Thank you for your commitment to ‘My Money Talks’. To support effective delivery and embedding My Money Talks into the curriculum, SIFET provides a dedicated Financial Education Officer for your school and a range of resources and links to resources through our website [www.sifet.org.uk](http://www.sifet.org.uk).

SCHOOL NAME	
SCHOOL ADDRESS	
SCHOOL POSTCODE	
SCHOOL PHONE NUMBER	

**HEAD TEACHER/DEPUTE HEADTEACHER**

It is important for SIFET to be able to contact the Head Teacher/Depute Head Teacher directly should this be required, therefore we cannot accept generic email addresses. (Eg. admin@schoolname)

HEAD TEACHER/DEPUTE HEAD TEACHER (please delete)	
NAME	
EMAIL	

**PROGRAMME DELIVERY**

S6 ROLL:	
HOW MANY SESSIONS REQUIRED:	
PREFERRED MONTH OF DELIVERY:	

*Please return this completed Schools Partnership Agreement to your SIFET Financial Education Officer.*