

Terms and Conditions

Terms and conditions set out the expectations for the service user and the therapist. They govern the contract between us and ensure that both parties are protected in the unlikely event that a disagreement occurs. Please read my terms and conditions and contact me if you have any questions. Please sign both copies, returning one to me before our first appointment. Thank you.

Services

Initial assessment

A single visit to the child's home, nursery or school for up to 1 hour 30 minutes to explore speech, language and communication needs. This will include discussion with parents and/or education professionals, observation and assessment work with the child. This will be followed by a brief report and suggested therapy plan or a more detailed report, such as that required to contribute to an EHCP, if required. For some children and young people more in depth assessment is required. Where this is the case it will be discussed with parents and additional time will be charged at an hourly rate of £70.

Therapy session

This includes time spent working directly with the child or young person, liaison and feedback to parents/professionals and time spent outside the session for planning, liaison and preparation of resources.

Parents are expected to stay for sessions that take place at home. In the nursery/school environment ideally a member of staff should also be present to support generalisation of skills to other situations outside of the therapy context. Session length will vary according to a number of factors, including the age and attention span of the child or young person, best practice guidelines and resources such as time and space.

For sessions carried out in your home please provide a quiet environment where distractions are reduced.

Fees and Payment of Fees

Initial assessment and summary report	£150
Initial assessment and detailed report	£220
Therapy session	£70
Additional reports	£70/hour*
*Likely cost to be discussed prior to writing.	
Attendance at meetings	£70/hour

These fees apply to visits within a 10 mile radius of my home in Guildford. I am happy to see children and young people outside of that area but additional travel costs will apply. Additional travel is charged at 50p per mile.

A £50 deposit must be paid at the time of booking your first appointment. The remainder of the fee for your first appointment will be invoiced on completion of the assessment.

Fees for therapy blocks must be paid in advance of each block of sessions commencing. Additional reports, meetings or visits will be invoiced once completed. A reminder will be sent to you if your payment is late. If payment is not made after the reminder has been sent then sessions for your child will be suspended. I will seek your agreement prior to undertaking any additional work that will incur further fees.

Clients using private medical insurance are responsible for settling the invoices and then claiming from the insurance company. It is advisable to check your level of cover before commencing therapy.

Cancellations

A minimum of 24 hours' notice is required for cancellations. Sessions cancelled by you after this time but in advance of the appointment will incur a charge of 50% of the arranged session fee. This includes sessions cancelled due to illness.

If you do not inform me of a cancellation and I attend the appointment at home/school/nursery and the session cannot go ahead, the session will be charged at full price.

If your child receives his/her speech and language therapy at school, you as the parent are responsible for cancelling a session, not the school, including school trips, changes to the usual school timetable and extra curricular activities.

If I am unable to attend a session for any reason I will let you know as soon as possible and will endeavour to re-arrange the session. If I am unable to re-arrange the session then there will be no charge.

Discharge Criteria

Parents are free to withdraw from treatment at any time. The therapist may also withdraw treatment or discharge the child for any of the following reasons:



- The child's speech and language skills are within the normal range for their age
- The child is no longer making progress (this is usually looked as no progress for 3+ months despite input)
- All appropriate strategies are in place and advice has been given.
- Therapy/intervention is not deemed appropriate by the therapist.

Sharing Information

It is considered best practice to share information with relevant professionals in order to work together to support your child's needs. If your child has an NHS therapist, I will liaise closely with them. I will routinely add your child's GP, school/nursery and any other professionals involved in your child's care to the cc list of any reports unless you request (in writing) that this should NOT happen. You will be asked to provide a list of the professionals involved in your child's care.

Safeguarding

For your peace of mind, I renew my DBS check annually. Service users may see my DBS enhanced disclosure at any time.

In the event of a safeguarding concern, where your child or another person is at risk of harm, I have a legal obligation to share that information with relevant professionals in line with the Safeguarding Children's Act 2004.

Data Protection

I am fully GDPR compliant. Please see my privacy notice.

Complaints

In the unlikely event that you are not satisfied with my service please contact me. I will make every attempt to resolve this through discussion. If it is not possible for us to resolve matters and you wish to complain formally, please contact the Association of Speech and Language Therapists in Independent Practice at www.helpwithtalking.com

Signed.....

Print name:

Relationship to child: Date:



