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| **Terms and Conditions** |

**Fees**

**Initial Telephone Consultation: Free** up to 30 minutes. The purpose of this is to discuss your specific needs and the services available to you.

**Initial Screening Assessment (usually takes 60-90 mins):**

**£150 (with report and written recommendations):** This includes taking a detailed history of your child and discussing any concerns you/education staff have, informal or formal assessment as appropriate for your child and play based observation. A short report with written recommendations and advice is also included in this price.

**£100 (no report and verbal recommendations only)**

Should further assessment be indicated following the initial assessment then it will be charged at **£75 per hour** (with prior agreement with parents).

**Initial Complex Assessment (usually takes 2-3 hours):**

**£350:** This includes taking a detailed history of your child, discussion with parents/education staff, in-depth formal assessment using standardised assessments, analysis and interpretation of assessment results, observation of child at home/school/nursery where appropriate and a detailed report with written recommendations.

**Reports: £75 per hour** (calculated based on time taken to complete)

**Programmes: £75 per hour** (calculated based on time taken to complete) Includes written targets tailored specifically for your child with activity ideas to achieve these and any resources required as appropriate.

**Therapy Session: £75 per hour**

 **£60 per 45 minutes**

This includes the whole time spent at the session, including any discussion with parents/education staff and face to face contact with the child. The fee also includes preparation for the session and time spent writing up notes following the session.

**Longer sessions:** If required, longer sessions will be charged after the first hour at £18.75 per 15 minutes extra time.

It is often difficult to estimate the exact number of therapy sessions that will be required. It is usual practice to offer a pre-agreed number of treatment sessions, with management options being reviewed with you at the end of that period. Parents are free to withdraw their child from therapy at any time. Equally if the therapist feels that therapy is not being effective at any time then a recommendation to stop may be made.

**School/Nursery Visits:**

Therapy sessions can take place in school/nursery with parental and school/nursery agreement. Therapy undertaken in school/nursery is charged at the standard therapy rate (see above) plus travel.

Schools/Nurseries are asked to provide a quiet space for therapy sessions to take place. Where home activities are provided it is the responsibility of the parents/carers to ensure that the therapy materials are sent into school on the appropriate day and also for informing us if their child will be absent from school.

Parents/Carers are welcome and encouraged to come to school-based sessions by arrangement with the therapist and school. Brief feedback will be provided following school/nursery based sessions via the ‘Client View’ feature on My Therapy Tracker or via email, phone call, home/school communication book as appropriate.

**Attendance at meetings: £75 per hour**

**Observations in School/Nursery: £75 per hour**

**Phone calls, letters and system administration** (above and beyond what is generally expected from a normal therapy session) will be charged for as follows:

15 minutes: £18.75

30 minutes: £37.50

45 minutes: £56.25

1 Hour: £75.00

These fees will always be discussed with parents in advance.

**Training**

Training for key workers, education staff and groups of parents can be arranged. Training fees will vary depending on what is required but will generally be charged at £75 per hour of face to face training plus £75 per hour of preparation time.

Training requirements should be discussed with the therapist and a fee agreed upon beforehand.

**Travel**

Travel time (as calculated by google maps) to client’s home, school/nursery and other visits away from my home base at BN11 4RH will be charged as follows:

First 15 minutes (30 min round trip): **Free**

15-30 minutes (30-60 min round trip): **£15**

30-60 minutes (1-2 hours round trip): **£30**

**Administration costs**

**£50 per hour** of time spent making resources etc, where this is outside what is deemed normal therapy preparation. This cost covers the time taken by the therapist as well as additional costs such as envelopes and laminating pouches.

**Payment**

Fees for initial assessments should be paid in advance of the session upon receipt of the relevant invoice. Invoices for therapy sessions, reviews, reports, programmes, meetings etc will be sent out once completed and must be settled within 7 days. Blocks of therapy sessions can be paid for in advance if requested. The preferred method of payment is via BACS but cash is also accepted.

**Cancellation Policy**

Please give a minimum of 24 hours notice for cancellation of appointments wherever possible. If your child is unwell please let the therapist know by 8.30am on the morning of therapy and you will not be charged. If less than 24 hours notice is given it is at the therapist’s discretion whether the session is charged for or not.

Please note, parents/carers are responsible for informing the therapist of any activities that may result in a school/nursery session being missed. It is not the school/nursery’s responsibility; any missed appointments where 24 hours notice has not been given will be charged.

**Liaison**

It is important for your child’s care that liaison with other professionals involved with his/her learning and development takes place. All reports will be sent to the parents/carers, as well as schools/nurseries, GPs and other relevant people involved in your child’s care as appropriate, unless you have explicitly said you are not happy for us to share the information.

Our professional standards require good liaison and it is good practice, where both an independent and an NHS speech and

language therapist are involved for them to work together collaboratively to maximise opportunities for effective therapy to take place. This is also true where there are other professionals involved as well. I am always happy to discuss this policy and any related concerns with parents.

**Data Protection**

I am registered with the Information Commissioner’s Office (ICO) as a Data Controller and you may view my ICO registration by visiting <https://ico.org.uk/ESDWebPages/Entry/ZA784006>

All client details, case notes and correspondence will be stored securely and treated confidentially according to General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

Information is stored on a secure electronic system called ‘My Therapy Tracker’. Reports and sensitive documents are encrypted on this system or can be accessed with a password via the ‘Client View’ feature.

Any paper based confidential information is stored securely in compliance with GDPR and The Data Protection Act 2018.

In accordance with law, all records will be kept securely until your child is 25 years old. After this time all records relating to your child will be destroyed.

You may apply in writing to access an electronic copy of your child’s notes or to request modifications of any inaccuracies. These requests will be dealt with within 30 days.

For further information please refer to ‘The Speech Hut Sussex’ privacy policy at www.thespeechhutsussex.co.uk.

**Complaints Procedure**

I hope that you are satisfied with the treatment you receive from me but in the unlikely event you are dissatisfied, please discuss any concerns or complaints with me in the first instance and I will endeavour to resolve these where possible. If it is not possible to resolve the issue and you wish to make a formal complaint then please contact The Association of Speech and

Language Therapists in Independent Practice (ASLTIP) on 0203 002 3704 or office@helpwithtalking.com

**Declaration:**

Before an initial consultation, parents/carers are asked to sign the declaration below and return it to Karen Gregg (Speech and Language Therapist). Please don’t hesitate to contact me beforehand if you have any questions.

**Child’s Name:……………………………………………….. DOB:………………….**

By signing below I am indicating that I have read, understood and agree to the terms and conditions set out by ‘The Speech Hut Sussex’.

**Parent’s name (PRINT):………………………………………………………………**

**Relationship to child:…………………………………………………………………**

**Signed:……………………………………………………………………………………**

**Date:…………………………….**