

## Terms and Conditions

**Initial Consultation and Assessment** £100  
The initial consultation normally includes discussion with the parent / carer and formal / informal assessment, but may also involve discussion and reading reports from other professionals. It lasts approximately one hour. The parent / carer will be provided with a verbal recommendation and a written report. In certain circumstances, a more detailed assessment may be required. Additional hours spent are charged at the £60 per hour of the therapists time and will be discussed with the client in advance.

**Standard Consultations** £60 per session  
This is time spent with the child and parents/carers or teachers. The fee also includes time spent planning and liaising with other professionals. A standard consultation will normally be 45 minutes but may sometimes be less than this or longer than this (over time it usually evens out to 45 minutes per session). Individual work may be done with the child or a mixture of individual work and consultation with parents/carers or teachers.

**Letters, Reports and Treatment Programmes** £30 per hour  
The average report takes approximately one hour. However, estimates can be given for more complex reports. Clients will be advised in advance.

**Travel**  
Travel will be charged at 40p per mile expenses. In addition, there will be a charge for travel time over 30 minutes of £10 per ½ hour. If more than one child is receiving input in the location, travel expenses will be shared.

All fees are within the guidelines recommended by the Association of Speech and Language Therapists in Independent Practice (ASLTIP). These can be found at [www.helpwithtalking.com](http://www.helpwithtalking.com) – Look under Frequently Asked Questions

**Payment**  
Most sessions are settled on a 'pay as you go' basis but for those who require and invoice, the following applies:  
You will receive an invoice for the therapy sessions you have booked at the beginning of each block of therapy (usually 4 or 6 week blocks).  
I would appreciate prompt payment in cash or cheque made payable to Julie Andrews.  
Payment is required within 7 days. Overdue accounts will be charged an additional 10% late payment fee.  
If you require bank details to enable payment directly into a Bank Account these can be supplied on request.

If there is a delay in payment, further therapy will not be undertaken until the invoice has been settled.

### Cancellations

If you are unable to make an appointment, please inform me as soon as possible. Failure to give 24 hours notice will incur a charge of half the session cost. If no cancellation is made, a charge of the full sessional rate will be made.

If your child's therapy session is to take place in a school it is your responsibility to inform me directly if your child is not at school on that day (e.g. owing to illness or a school trip). Failure to do this will incur the full cost of the therapy session and the travel expenses for the visit.

If your appointment has to be cancelled by me, then I aim to inform you at least a week in advance and I will make another appointment to suit you.

If your child is receiving therapy from me in school I will keep in contact with you via e mail and telephone calls.

Please call me at any time to discuss your child. If I can not take the phone call immediately, I will return your call as soon as possible – usually within 24 hours. If your child also has an NHS therapist I will automatically inform them of my involvement unless instructed by you. This will enable both services to work together to provide the therapy your child needs and ensure that conflicting information is not disseminated or assessments undertaken.

### CONSENT FOR CONTACT

I consent to Julie Andrews contacting my child's school and other Professionals involved with my child (e.g. Pediatrician) in the following ways:

- Contact with staff dealing with my child to discuss progress and update Speech/Language advice offered.
- Visiting the school and observing or working with my child and/or staff dealing with my child within the school environment.
- Sending copies of advice/programs written.

### DATA PROTECTION

This statement sets out the data protection policy in relation to the holding and using of information which may be obtained from you or other sources.

Information obtained will be with your consent and may include verbal or written reports on medical appointments, treatment sessions and school progress relating to you/your child's speech and language difficulty. This information may be obtained from other professionals working with your child including doctors, teachers and other therapists. Any information shared with other professionals will be with your consent and you will always be informed of any information sharing that may occur.

Personal data held by myself will be stored in a locked facility and will not be accessed by anyone but myself. Client confidentiality will always be observed.

Paper information will be shredded 1 year after your last contact with me.

I have read and understand this data protection policy and consent to Julie Andrews processing my child's information in this manner and for the purposes stated in the policy.

I \_\_\_\_\_ agree to abide by the above terms and conditions.

Date \_\_\_\_\_

Signed \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's date of birth \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

Please keep a set of terms and conditions for your own records and return a copy in the stamped addressed envelope provided.

Thank you.