

## Terms and Conditions

### Fees

#### **Standard Assessment and Short Report**

**£200**

Duration 60-90 minutes. Includes case history, verbal feedback and a summary report giving details of the assessment and therapeutic aims.

#### **Standard Assessment without report**

**£130**

Assessment process the same as above. Verbal feedback provided without written report.

#### **Complex Assessment and Detailed Report**

**£400**

In certain circumstances (e.g. complex cases or information for EHCP) detailed assessments may last longer, or further assessment sessions may be recommended (e.g. a school or nursery visit).

Accurate diagnosis is essential for planning appropriate therapy. Formal assessments are standardised and objective. My diagnosis will be based on these assessments whenever they are used. My findings may differ from the expectations of parents or carers. I may not tell you anything new. Therapy is usually effective but cannot be guaranteed.

#### **Standard Therapy Session**

**£80**

A standard therapy session is 45 minutes including the time spent with the parent/carer/teacher. This may be provided face to face or via teletherapy. The fee also includes time spent outside the consultation in preparation of material, planning, and liaising with parents and professionals. All discussions about your child will usually take place during therapy sessions as they are an integral part of the therapy process. You are welcome to book an additional half hour Zoom/phone appointment if you need a longer discussion, which will be invoiced for. If your child does not engage in a session, I am unable to reimburse any of the session.

For home visits, a parent or caregiver must be present in the home for the duration of the therapy session. In most cases, it is best practice for the parent/caregiver to join in the session to promote generalisation and carryover of skills learnt into the home environment.

It is often difficult to estimate the exact number of sessions of therapy that will be necessary. It is my usual practice to offer a pre-agreed number of treatment sessions, with an opportunity to review management options with you at the end of that period. Parents are free to withdraw a child from therapy at any time. A week's notice would be appreciated. Equally, if I feel that therapy is at any time not being effective, then I will discuss this with you and may recommend that we stop.

#### **School/Nursery Visits**

**£100**

Teachers often request school/nursery visits. Such visits are only made with parental agreement. Visits will be 1 hour and include time to observe the child in the school/nursery environment, liaise with staff and demonstrate therapy strategies as necessary. Written notes on the visit will be provided with recommendations and resources provided as necessary.

Therapy undertaken in school on a regular basis is charged at the standard rate. Where home activities are provided, it is the responsibility of the parents/carers to ensure that the therapy materials are sent back on the appropriate day, and for informing me if their child will be absent from school.

Parents/carers are encouraged to come to school-based sessions by arrangement with the school and myself. They can also telephone me to discuss progress and/or any concerns or queries they may have. I am often working away from my base during the day, but any messages left will be responded to as soon as possible.

### **Letters, Reports and Treatment Programmes**

Written documents which are additional to the initial assessment report are charged in respect of the total time taken to prepare them and based on £100 per hour (pro rata).

Updates for Medical Insurers will be charged at £60.

Lengthy telephone conversations of over 15 minutes will be charged at the therapist's discretion. Clients will be advised in advance.

### **Attendance at Case Conferences, Multi-Disciplinary Meetings and Other Related Discussions**

This will be charged at £100 for the first hour (or part hour). An hour is usually sufficient time but if the session takes considerably longer then an additional pro rata charge may be incurred.

### **Training**

Talks, workshops and training sessions for groups of parents and professionals can be arranged. These are charged at the hourly rate of £100 pro rata. Additional charges at the same rate will be made for time taken in preparation and the provision of handouts etc.

### **Travel**

Travelling for domiciliary, school, and other visits within 3 miles or 15 minutes from my Surbiton base is included in the session fee. Travel to areas further afield will be charged at £7 per 15 minutes of time spent travelling.

Parking fees will be charged at cost.

### **Payment**

Fees for Initial Assessments should be paid on receipt of the invoice. The report will be provided once payment has been made.

Invoices for blocks of therapy are normally sent out monthly in advance. Payment is expected within 10 days of presentation of the invoice. An administration charge of 10% will be incurred for late payments.

*Parents/carers using private health insurance:* The invoice will be sent directly to the insurer. It is advisable to check the level and nature of your cover with the insurer before agreeing to therapy as any amount not paid by the insurer will be invoiced to you.

Cheques should be made payable to Julie SLT Ltd.

### **Cancellation policy**

Any sessions that are not cancelled 24 hours in advance will be charged in full. A call before 8:00am on the morning of the session will be accepted in the case of an emergency.

I try to keep all appointments but no liability can be accepted for inconvenience/expense if unforeseen circumstances mean arrangements have to be cancelled or changed.

### **Liaison**

It is important for your child's care that liaison with other professionals involved with his/her learning and development is carried out. All reports will be sent to the parents or carers who have initiated the assessment for them to distribute. I strongly recommend to families that they keep everyone involved in their child's care and development informed. My professional standards require good liaison and it is good practice, where both an independent and an NHS 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.

### **Complaints Procedure**

Please discuss any complaints or concerns that you may have with me in the first instance. If we are unable to resolve the difficulty, then you may write to the Association of Speech and Language Therapists or the Health and Care Professions Council.

***Before an initial consultation, parents or carers will be asked to sign, and return to me, a declaration indicating that they have read, understood and agree to the terms and conditions.***

*Signed*

\_\_\_\_\_  
Julie O'Connor  
Speech and Language Therapist (MASLTIP)  
MRCSLT no. RC0030321  
HCPC no. SL19441

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_