

Terms and Conditions of Service

Before an initial consultation, clients will be asked to sign a declaration indicating that they have read and understood the Terms and Conditions of Service and the Privacy Policy.

Trading Name

Cotswold Speech and Language Therapy is the trading name for a collaboration of Speech and Language Therapists working as Sole Traders.

Assessment and Therapy Sessions

Sessions will vary depending on the needs and attention span of the child. Most therapy sessions will last from 45 minutes to an hour and assessment sessions 60 – 90 minutes. This will include liaison time with parent/ teacher/ Teaching Assistant as appropriate. Verbal feedback will be given following the initial assessment session and periodically thereafter.

Written reports can be provided on request and for an additional charge.

See Fees Section for details of costs per session.

Liaison with other professionals

Your Speech and Language Therapist can discuss your child's needs with teaching staff and give advice regarding any targets/programmes or written reports, where these have been provided. With your permission, they may share this with key professionals (such as a Consultant Paediatrician). They will also liaise with your local NHS Speech and Language Therapist, with your permission.

Cancellation Policy

Please give as much notice as possible. If a child is seen in school, it is the responsibility of the parent to notify the therapist of any absence from school.

Appointments that are cancelled with less than 2 hours' notice may be charged at the full rate. This includes appointments in schools and nurseries.

In the event that we need to cancel we will offer a replacement appointment as soon as we can.

Opting Out

If, in the individual Speech and Language Therapists professional opinion, your child is no longer benefiting from therapy or needs a break, this will be discussed with you. Similarly, you have the right to stop therapy at any time.

Safeguarding

We will only share personal information with other Multi-Disciplinary Professionals involved such as GPs, Educational Psychologists and/or school staff with your consent. In exceptional cases when there is a genuine concern for the safety and well being of your child, it may be necessary to share information in the absence of consent.

Each therapist holds a valid Enhanced DBS certificate (formerly known as Criminal Records Bureau).

Complaints Procedure

Any complaints or concerns should be discussed directly with your therapist in the first instance. If unresolved within 7 days, please contact:

Chair of Association of Speech and Language Therapists in Independent Practice
c/o WSS
Coleheath Bottom
Speen
Princes Risborough
HP27 0SZ

The Health and Care Professions Council may also be contacted at:

Park House, 184 Kennington Park Road
London, SE11 4BU
Phone: 020 7840 9814
Fax: 020 7582 4874
Email: ftp@hpc-uk.org



PAYMENT- cash, cheque and direct bank payments are accepted.

Initial Consultation & Therapy/Review Sessions : Invoices will be sent monthly or payment is accepted following each session.

All invoices must be paid within 14 days of receipt.

An administration charge of £5 will be incurred for late payments.

Any claims from medical companies are the sole responsibility of the client.

Cheques should be made payable to Mrs L Brown/ Mrs J Bowman/Mrs V Gunn

Fees are within the guidelines recommended by the Association of Speech & Language Therapists in Independent Practice (ASLTIP) which is approved by the Royal College of Speech & Language Therapists (RCSLT).

FEES

INITIAL CONSULTATION & ASSESSMENT £65 per hour

An initial screening assessment is charged at the hourly rate and includes a verbal report. A **brief** written report can be provided if required and is charged at £35 in total.

If a more comprehensive assessment is conducted and a detailed report is required, this will be charged at an hourly rate of £65 p/h. This charge is capped at £230 and the report will include recommendations, detailed targets and suggested activities.

THERAPY £65 per session

A therapy session normally lasts from 45 minutes to one hour. This is time spent with the child, parents or teachers. The fee also includes time spent outside the consultation in preparation of material and planning.

If a specific meeting is required e.g. with the parent, a class teacher or another professional these will be charged at the same rate. This may occur face to face or over the telephone.

LETTERS, REPORTS, TREATMENT PROGRAMMES

- Additional paperwork e.g. letters/onward referrals are charged according to the total preparation time and based on £65 p/h.
- Telephone conversations are charged at the hourly rate (this applies to detailed conversations lasting 30 minutes or more and not "quick chats" to arrange appointments etc). The hourly rate also applies to time spent reading written information or reports by other professionals.
- Treatment Programmes/Therapy activities can be provided if requested and preparation of these will be charged at the hourly rate.

Where possible the price and time will be discussed and agreed with clients, in advance.

TRAVELLING CHARGE

Our hourly rate includes travel costs to visits within 15 miles of your therapists home address. Mileage beyond 15 miles will be charged at 45p/mile.

Laura – GL53 8AD

Jo – GL7 4BE

Tori – GL10 3NP