

Terms and Conditions



**Speech
House** Ltd

Lucy Magrin
Independent Speech & Language
Therapist (BSc.(Hons))

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Worthing, West Sussex
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Office 01903 530681
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Fees

Initial Telephone Consultation – up to 30 minutes)

Free

(The purpose is to discuss your specific needs and describe the service available).

The following fee structure will help you determine which course of action you need to take for your child. **Please let your therapist know which option you wish to choose.**

Initial Assessment;

Screening Assessment (with short report and recommendations) £150
(normally lasts 1-1 ½ hrs)

Complex Assessment (with detailed report and recommendations) £450

(Normally lasts between 2-3 hours. This is the time spent with the child and parent or teacher. The fee also includes detailed analysis of any formal assessments, language samples and observations carried out at the assessment session, and the writing of a detailed report)

Feeding Assessment – Screen

Normally lasts 1-1 ½ hours. This session will consist of a meal time observation to assess the safety and effectiveness of the clients swallow. Strategies and recommendations to prompt a safe and effective swallow and/or to support the development of feeding skills will be outline in a summary report.

Feeding Assessment – Complex

Normally lasts between 2-3 hours and will typically consist of 2 meal time observations. These sessions could be both at home or in different settings observing a range of meal times/food and liquid types/different adults supervising the meal (e.g. TA/INA at school/nursery and parents/carers at home). This time will also include discussion with the child, parent and/or person responsible for meal time support. The fee also includes a comprehensive report containing detailed analysis of the eating, drinking and swallowing observations, strategies to prompt safe and effective swallowing and food/liquid processing (if required) and recommendations for any further assessment/input/referrals (e.g. sessions in settings to train staff to safely manage meal times, recommendations for video-fluoroscopy).

Standalone ADOS Assessment

This normally lasts between 45 minutes to an hour, face to face with your child, and involves 2 of our therapists who will carry out a range of activities. Following this the therapists will score the assessment and write a report of the findings. **Please note that this assessment cannot be used in isolation to diagnose an Autism Spectrum Disorder (ASD). Any findings must be included in a**



multidisciplinary assessment care pathway (as outlined in the NICE Guidelines) to support the ASD diagnostic process.

Stage 1 Autism Assessment

Parent/s will be invited to attend a 1.5 hour consultation session with either our Child and Adolescent Psychiatrist or our Paediatrician. Following the consultation they will decide whether your child needs further assessment and will refer on to Stage 2.

Stage 2 Autism Assessment

Before attending our multidisciplinary clinic you will be sent a range of questionnaires and rating scales to guide the assessment of your child on the day. This will also include an Occupational Therapy screening assessment and an observation of your child within their school or nursery placement.

Once all of this information has been gathered, you will be invited to attend a multidisciplinary clinic. On the day you will be asked to contribute to the Autism Diagnostic Interview whilst your child completes a speech and language screening assessment, the Autism Diagnostic Observation Schedule (ADOS) and a screening assessment with the Clinical Psychologist. Following this, you will be given feedback based on the information gathered, assessment findings and observations from the day. **Please note that feedback at this stage does not constitute an official confirmation or rejection of an ASD diagnosis.** You will be advised if any other assessments or observations will be required before diagnosis is made.

Stage 3 Autism Assessment

Anyone attending a Stage 2 assessment will be required to complete the Stage 3 process. This is where the diagnosis of Autism is given (or not) and you are supported in understanding their individual **strengths and needs as well as the recommended evidence based** support they need moving forward. This feedback session will be conducted by 2 members of the team, who can best meet and understand your child's needs. Following this, you will receive a detailed report which you can share with all of those people working with your child.

Special Circumstances

In certain circumstances (e.g. complex cases) detailed assessments may last longer, or further assessment sessions may be recommended (e.g. a school or nursery visit). Additional hours spent are charged at £75 and will always be discussed with the parent/carer in advance.

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

Standard Therapy Session

£45, £60 or £75 per session dependent on your therapist

A standard therapy session normally lasts between 45 minutes and 1 hour. This is the time spent with the child/parents or teachers. The fee also includes time spent outside the consultation in preparation of material, planning, and liaising with parents and professionals. Longer sessions will be charged, after the first hour, at £18.75 per 15 minute block of extra time spent.



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

15 minutes - £18.75

30 minutes - £37.50

45 minutes - £56.25

1 hour - £75

This again will be discussed with parents/carers in advance. It is often difficult to estimate the exact number of sessions of therapy that will be necessary. It is 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. Equally, if the therapist feels that therapy is at any time not being effective, then a recommendation to stop may be made.

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

This will be charged at £75 for the first hour (or part hour), plus travel (see below). An hour is usually sufficient time but if the session takes considerably longer than an additional charge may be incurred.

Annual Reviews / IEP target setting / case management update reports will be charged at £150 and are likely to take 1 to 2 hours of report writing and goal setting

Reassessment for annual review will be charged at £300.

Meetings such as annual review or IEP target settings

General therapy rate according to time taken;

1 hour meeting - £75

2 hour meeting - £150

School Visits

Teachers often request school/nursery visits. Such visits are only made with parental agreement. These will be charged at £75 for the first hour (or part hour) plus travel. Once again, an hour is usually sufficient time; but if the session takes considerably longer, an additional per hour charge may be incurred as above. Therapy undertaken in school on a regular basis is charged at the standard rate, plus travel. 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 us if their child will be absent from school.

Parents/carers are encouraged to come to school-based sessions by arrangement with the school and therapist. They can also telephone us at our Speech House clinic to discuss progress and/or any concerns or queries they may have. We are often working away from our base during the day, but any messages left will be responded to as soon as possible.



Training

Training for key workers and groups of parents can be arranged. These are charged at a rate of £150 for every hour, which includes preparation time.

Training for a whole school or setting can be arranged for £500 which consists of 3 hours of face-to-face training and prep

Travel

Travelling for domiciliary, school, and other visits away from Speech House Clinic will be charged as follows;

Time taken to travel between sessions;

First 15 minutes - not chargeable

15 to 30 minutes (30-60 minutes round trip) - £20

30 to 60 minutes (1-2 hours round trip) - £40

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 etc.

Payment

Fees for Initial Consultations, Reviews with report, and Detailed Assessments should be paid in advance, upon receipt of the relevant invoice. All clients who are self-funding will be asked to pay a deposit of 1 therapy session, in advance.

Invoices for therapy are sent out in advance of any treatment. Payment is expected before sessions with therapists to take place via BACS, or cash on the day. Individuals using private health insurance are responsible for settling the invoice and then claiming from the insurer concerned. It is advisable to check the level and nature of your cover with the insurer before agreeing to therapy.

Cancellation policy

Please give a minimum of 24 hours notice of cancellation of appointments wherever possible. Please note, parents are responsible for informing us of any full activities that may result in a session being missed. It is not the school's responsibility; any missed appointments where 24 hrs have not been given, will be charged.



Data Protection

We 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/ZA041807>

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 1988.

Information is stored on a secure electronic system called "Cliniko". Reports and sensitive documents are locked or password protected.

Any paper based confidential information is stored securely in compliance with General Data Protection Regulations and the Data Protection Act 1988.

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 House Ltd Privacy Policy at www.speech-house.co.uk

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, as well as schools, GP's and other people involved with the child's care, 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 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. We are 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 us in the first instance. If we are unable to resolve the difficulty, then please write to:

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

You may also contact the Health and Care Professions Council at Park House, 184 Kennington Park Road, London SE11 4BU **Phone:** 020 7840 9814 **Fax:** 020 7582 4874 **Email:** ftp@hpc-uk.org

Before an initial consultation, parents or carers will be asked to sign the declaration below, and return to us. This declaration is to indicate that you have read, understood and agree to the terms and conditions.

Royal College of Speech and Language Therapists Membership no. 20218
Health and Care Professions Council Registration no. SL12206



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Childs Name:

D.O.B:

I have read, understood, and agree to the terms and conditions set out by Speech House Ltd.

I have agreed an assessment rate of £150 and therapy at £75 per session.

Parents Name:

Signed:

Date:

