

## Terms and Conditions of Services from Ruth Jones Speech and Language Therapy

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The following fees are provided as a standard package. Costs may vary at the discretion of the therapist if the required service is bespoke or requires more or less work than the standard expectations. Please contact me to discuss your needs and ask any questions.

Service	Expectation	Cost
Referral Discussion	Informal discussion about nature of the referral, up to 30 minutes.	Free
Initial Assessment and Report	Case history and information gathering, observation/assessment session and written report of findings. Direct contact an hour to an hour and a half. Costs dependent on the complexity and scope of the assessment.	From £150
SLT Programme	Written document that gives key strategies to support the individual, linked to identified needs from assessment.	£75
EHCP Assessment	Case history and information gathering, comprehensive assessment and comprehensive report of findings. This is based on 8 total cumulative working hours.	£600 Additional hours at £75
Therapy Session	Session delivered in the home or alternative settings e.g. nursery, school. Timing of the session will be dependent on the needs of the individual, but usually 45-60 minutes.	£75 10% discount for block booking.
Training	This will be dependent on the needs of the setting.	Costs dependent on requirements
Travel	Travel will be charged per mile from SLT home to the setting (home, school, nursery etc.) based on AA Route Planner distances for journeys above 8 miles.  Travel time – for journeys of less than 40 miles return (approx. 1 hour) no travel time will be charged. For journeys over 40 miles return travel time will be charged on a time charge basis of £70 per hour, with travel time based on estimates from AA Route Planner.	40p per mile

Additional services provided outside of the above will be charged at £75 per hour and agreed prior to commencement of the service. This may include but is not limited to further observation/assessment sessions, additional hours for report writing, attendance at meetings, additional letters/correspondence, further telephone consultation, resource preparation, programme reviews.

## Cancellation

**Cancellation by the Therapist:** This will only be done as a last resort and in the event the therapist will rearrange the service agreed at a time that is convenient for the client and therapist.

**Cancellation by the client before the day of the service:** If a cancellation is made 48 hours or more in advance of the service agreed the service can be rearranged at a time that is convenient for the client and therapist. If a cancellation is 24-48 hours in advance a 25% fee will be charged.

**Cancellation by the client on the day of the service:** If the client cancels within 24 hours of the scheduled appointment the client will be invoiced for all planned services that day based on an hourly rate of £75 per hour.

**Failure to attend:** If a client fails to attend the agreed service and does not attempt to cancel, they will be invoiced for the full amount of the service.

## Payment

Invoices for regular therapy sessions will be sent to the bill payer at the end of each month. Invoices will be required to be paid within 14 days of receipt. If payment is not received therapy sessions will cease until payment has cleared.

Invoices for assessment services will be sent to the bill payer following assessment. Payment required prior to the receipt of the report. Reports are typically turned around within 2-3 weeks.

In the case of failure to pay, outstanding debts will be collected through legal proceedings.

## Working Patterns

The therapist works term-time and sessions will be paused through school holidays. Advice for continuation activities will be given if recommended, or for some children and young people chance to switch off and relax is equally important.

## Consent

For assessment and therapy consents may be required by the client. This may include consent for the therapist to access records or speak with relevant professionals, such as schools, GP or NHS services. Consent may also be required for audio or video recordings of the assessment session to be used to support the assessment process and report writing. This will be included and specified within the contract.

In addition the therapist will ask for consent to use details of session activities or outcomes on social media, these will be anonymised.

If the above is agreeable to the client following referral and consultation discussion a consent form will be sent for the client to read and sign.