



Speech & Language  
Therapy Across Sussex

## Terms and Conditions

### Therapist Fees

Initial Telephone Consultation (up to 15 minutes) Free  
(The purpose is to discuss your specific needs and describe the service available).

#### Initial Assessment

Communication Screening Assessment (with short report and recommendations) from £150

The fee includes the time spent with the child, parent/carers and/or other relevant professionals (e.g. Teacher) as well as a summary of any formal assessments, speech and/or language samples and observations carried out at the assessment session written up in a short report.

Communication Complex Assessment (with detailed report and recommendations) £450

The fee includes the time spent with the child, parent/carers and/or other relevant professionals (e.g. Teacher) as well as a detailed analysis of any formal assessments, speech and/or language samples and observations carried out at the assessment session and the writing of a detailed report.

Eating, Drinking and Swallowing Screening Assessment £250

This session will consist of a mealtime observation to assess the safety and effectiveness of the client's swallow. Strategies and recommendations to prompt a safe and effective swallow and/or to support the development of feeding skills will be outlined in a summary report.

Eating, Drinking and Swallowing Complex Assessment £450

This typically consists of up to 2 mealtime observations which could both be at home or across different settings. The sessions will involve observations of a range of mealtimes/food and liquid types/different adults supervising the meal (e.g. education staff on site, parents/carers at home). This time will also include discussion with the child, parent and/or person responsible for mealtime 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 mealtimes, recommendations for video-fluoroscopy).

*All eating, drinking and swallowing advice will be in line with International Dysphagia Diet Standardisation Initiative (IDDSI) framework, guidelines and descriptors.*

Please note that all reports will be shared electronically with Parents/Carers after the assessment and a copy will be emailed to the child's education setting unless Parents/Carers ask for this not to be shared.

### Special Circumstances

In certain circumstances (e.g. complex cases) detailed assessments may last longer, or further assessment sessions may be recommended (e.g. an additional school or nursery visit). Additional hours spent are charged at £80 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. Diagnosis will be based on these assessments whenever they are used. Findings may differ from the expectations of parents or carers and the Therapist may not tell you anything new.

### Standard Therapy Session

from £80 per session

A standard therapy session lasts 45 minutes. This is the time spent with the child/parents and/or Teachers. The Health and Care Professions Council (HCPC) standards outline that all clinicians must keep full, clear and accurate records for all clients. Therefore, in addition to this face-to-face therapy session, time will be required to document the session activities in the client's clinical notes. Any time spent outside the consultation in preparation of additional client materials and/or liaising with parents and professionals will be charged for separately following discussion and agreement with parents/carers.

Some children may not be able to engage in sessions for this amount of time so it is important to discuss alternatives with the SLT before intervention commences. Longer sessions will be charged, after the first hour, at £20 per 15-minute block of extra time spent. If the therapy session is not at the clinic this may incur additional travel costs (see travel below).

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. Therapy is usually effective but cannot be guaranteed.

Phone calls, letters and system/clinical administration will be charged for as follows (this will be discussed in advance with parents/carers):

15 minutes - £20

30 minutes - £40

45 minutes - £60

1 hour - £80

### Visiting an education setting

from £80 per visit

Teachers often request visits into education settings. These will be charged at £80 (for up to 45 minutes direct time) plus travel. This amount of time is usually sufficient but if the visit requires longer, an additional 'per visit' charge may be incurred as above. A visit into an education/childcare setting will only be agreed and confirmed following a discussion with the parents/carers.

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.

## Attendance at Meetings

from £80 per hour

Meetings can include Case Conferences, Annual Review and/or IEP target setting meetings, multidisciplinary meetings and other related discussions. This is charged at £80 for the first hour (or part hour) plus travel. An hour is usually sufficient time but if the meeting is scheduled to take longer this will be discussed and agreed with the parents/carers before the Therapist confirms their attendance.

Programmes/IEP target setting/case management update reports will be charged at £160 and are likely to take 1 to 2 hours of report writing and goal setting.

Reassessment for annual review will be charged at £450.

## Training for key workers and/or groups of parents (includes preparation time)

from £150 per hour

## Training for a whole school or setting (consists of up to 3 hours face to face training and preparation)

from £500

All training options can be discussed and arranged at the request of parents/carers and/or education settings. Training sessions can be tailored to the individual needs of the client/setting. Travel costs will apply as per the conditions outlined below.

## Travel

Travelling to a client's home, education/childcare setting and other visits away from the clinic will be charged according to the time taken to travel between locations:

First 15 minutes - not chargeable

15 to 30 minutes - £20

30 to 60 minutes - £40

## Administration Costs

### Making resources for clients

£80 per hour

This is at the request of the client if they would like additional resources for use at home and/or in an education setting. This cost covers the time taken by the Therapist to produce the resources as well as additional costs such as envelopes and laminating pouches etc. This does not include the resources made by the Therapist for their sole use within therapy/assessment sessions.

*Please note that all fees are subject to review on an annual basis.*

## Payment

Fees for assessments, therapy sessions (in all settings), meetings and training sessions should be paid in advance, upon receipt of the relevant invoice. If payment has not been received in advance, the Therapist is within their rights to contact the clients to postpone/cancel the session at short notice.

Invoices for therapy are sent out in advance of any treatment. Payment is expected before the sessions take place via BACS (bank transfer) or on the day (with prior agreement between the Therapist and the client).

All clients who are self-funding will be asked to pay a deposit of 1 therapy session, in advance, before the commencement of therapy sessions. This is refunded in full at the end of the therapeutic intervention as long as all sessions payments have been made.

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 if an appointment needs to be cancelled (wherever possible). It is the parents/carers responsibility to inform the Therapist of any session(s) being missed. If the session/appointment has been arranged in an education/childcare setting, it is not the setting's responsibility to cancel the appointment. Any missed appointments where 24 hours notice has not been given will be charged.

## Liaison

It is important for your child's care that we liaise with other professionals involved with his/her learning and development is carried out. All reports will be sent to the parents/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 (with the exception of when there are safeguarding concerns regarding the child/young person in question). 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 Secretary of ASLTIP, Association of Speech and Language Therapists in Independent Practice, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

You may also contact the *Health and Care Professions Council* at Park House, 184-186 Kennington Park Road, London SE11 4BU Phone: 0800 328 4218 (free phone) or 0207 840 9814 Email: [ftp@hcpc-uk.org](mailto:ftp@hcpc-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.*

Neil Gordon (Highly Specialist Speech and Language Therapist)  
Member of Royal College of Speech and Language Therapists (Membership no. RC0024289)  
Member of Health and Care Professions Council (Registration no. SL27305)  
Member of Association of Speech and Language Therapists in Independent Practice (Membership no. 3699)

Childs Name: .....

D.O.B: .....

*I have read, understood, and agree to the terms and conditions.*

*I have agreed an assessment to be delivered by a SLT representing slt4me Ltd on the following basis:*

Communication Screening Assessment - £150

Communication Complex Assessment - £450

Eating, Drinking and Swallowing Screening Assessment - £250

Eating, Drinking and Swallowing Complex Assessment - £450

*I have agreed a therapy rate as follows:*

Standard Therapy Rate – from £80

Parent/Carer Name (Printed): .....

Signed: .....

Date: .....