

TERMS AND CONDITIONS

EDUCATIONAL PSYCHOLOGY

Assessments

All assessments are carried out by Dr Carina Embeita, HCPC registered Educational Psychologist, or one of her associates, who are also HCPC registered Educational Psychologists. Assessments of children under 18 are only carried out with the consent of parents or those with parental responsibility. Psychological assessments normally take 2- 3 hours. Breaks are offered through the assessment as needed.

School Visits

School visits can also be arranged and include observations in class and playtime, consultations with teachers and parents and setting up of interventions. These visits usually take the whole school working day and can include an educational, cognitive or SpLD assessment as long as the school can provide a quiet room for this to take place within school working hours.

Reports

Reports/Consultation Records are produced within 3 weeks of the assessment session and will be sent, after receipt of payment of fees, to the client at the end of such period. If for any reason a report is needed before this period of time, this needs to be discussed at the time of booking the appointment . Any request for copies of the report or the production of letters, either to the client or their schools/organisations, earlier than the 3 week deadline will be carried out at our discretion. Reports are sent to the adult commissioning the service.

2-FEES:

The consenting parent is responsible for full payment of fees which are to be paid prior to the assessment being carried out, unless otherwise agreed. The assessment fee, agreed payment arrangements and full payment details will be provided on the written appointment letter emailed to clients.

Fees vary according to the individual needs of the client and other variables such as where assessments take place. After an initial telephone interview with the client, an estimate letter/email will be drawn up detailing the work proposed and the fees for such work. Payment must be received in full before the report is sent.

Typically, the following fees apply:

Children, Young People and Adult Assessments (including consultations): £1,000

University and College student assessment: £700.

3-FURTHER CONSULTATIONS

Additional appointments may be arranged to take place in person or online and are charged at our hourly fees. For in person meetings, depending on the appointment location, an added hourly fee may be charged to cover travel time costs. This will be discussed and agreed with clients before the assessment/further consultation.

Typical hourly fee: £100.

4-CONFIDENTIALITY, RECORDS AND PERSONAL INFORMATION STORAGE

The information held on clients will be held in confidence and in accordance with Dr Carina Embeita's Data Protection Policy, which is available on the website www.carinaembeita.com, unless we are required to disclose any or all of it by a Court of Law or other statutory duty such as safeguarding obligations. Information will not be shared with any organisations or other professionals without the consent of the parent/client. Cases may be discussed on an anonymized basis as part of professional supervision sessions, as required by the professional regulatory body (HCPC).

Reports, and any available online records informing them, will be kept electronically for four years, after which they may be destroyed. Paper records will not be stored. Clients should ensure that they store their report, and any paper records they wish to keep, in a secure place in case it is needed at a future date.

Clients are entitled to see all information held about them and their child. If copies of this information are required, a small charge may be raised to cover administrative costs.

Our Educational Psychology Terms and Conditions Agreement Form will be sent to clients once an appointment has been arranged.