

CLIENT INFORMATION AND AGREEMENT ON TERMS AND CONDITIONS

1-NOTES ON ASSESSMENT SESSIONS, SCHOOL VISITS AND REPORTS

Assessments

All assessments are carried out by Carina Embeita, Chartered Educational Psychologist. Assessments of children under 18 are only carried out with the consent of parents or those with parental responsibility. Psychological assessments such as those carried out to detect Specific Learning Difficulties –SpLD (Dyslexia) normally take 3 hours. Often a 10-minute break is offered to children and young people half way through the assessment. Psychological assessments are very demanding and it is advised that clients make sure that they have had a nutritious meal before the session and bring snacks and a drink for their break, although water will be provided.

Cognitive assessments (not SpLD), such as those required to ascertain an individual's cognitive ability or IQ, or to look for deficits in attention and concentration, often take less time: approximately 2 hours. However, these are only guidelines as assessment times depend on each individual client.

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 a 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 letters either to the client or their schools/organisations earlier than the 3 week period deadline will be carried out at my discretion.

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 and whether they take place on a weekday or at weekends. 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. If fees are paid by cheque or Bank transfer, the funds must be cleared before the report is sent.

3-FURTHER CONSULTATIONS

Additional appointments can be arranged to take place at the client's home or school/college and are charged on an individual basis upon agreement with the client. Depending on the appointment location, an added hourly may be charged to cover travel time costs. This will also be discussed and agreed before the assessment.

4-CONFIDENTIALITY, STORAGE OF RECORDS AND PERSONAL INFORMATION.

The information held on clients will be held in confidence and in accordance with Carina Embeita's Data Protection Policy, which is available on request, unless disclosure is required by a Court of Law or other statutory duty such as safeguarding obligations. Information will not be shared with schools 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 will be kept electronically on file for a minimum period of four years, after which they may be destroyed. Clients should ensure that they store their report 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.

I have read and agree to the terms and conditions above and consent to my child being assessed, as detailed in the appointment letter.

Signature of parent:

Date:

Parent's name and title (block capitals):

Name of child (block capitals):

Date of Birth:
