*****Carolyn* *Webb***

***Senior Speech and Language Therapist***

*‘The Speech Grove’*

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**Service Overview**

Thank you for contacting The Speech Grove Speech and Language Therapy Service. Here is some useful information: <https://thespeechgrove.com/services-offered/>

**Prior To Initial Session**

You will be asked to read some documents and complete some forms to return at least 3 days prior to your first session. Please follow the instructions listed here: <https://thespeechgrove.com/about-you/>

**Initial Session**

The aim of the first session is often to get background information, including:

* Talking to you about your concerns and hopes
* Gaining insight into how things developed for your child
* There may or may not be an informal chat with your child over play or a topic of your child’s choice
* There may or may not be formal assessment– this will be discussed with you.
* Discussion at the end of the session to agree a plan with you.

**Therapy sessions**

Therapy is currently carried out via teletherapy. Please read these links below as you will be asked to signed an Informed Consent form to show you have read and agree to these terms: <https://thespeechgrove.com/teletherapy/>

<https://thespeechgrove.com/informed-consent/>

The options regarding the number and frequency of therapy sessions will be fully discussed and agreed with you. These may be weekly from 4 to 8 weeks followed by a break. Each therapy session usually takes one hour. Depending on the situation, sometimes sessions may be

45 minutes long. If attending via teletherapy it can be an option to split a weekly one hour session into two 30 minute sessions per week.

During sessions, some of the time may be spent working with your child, and some of this time may consist of discussion with you about strategies to help your child until the next therapy session. We will try to identify some goals together that you feel comfortable working on with your child, and discuss how to apply them. I will only offer sessions when your child is on a break from public health services. Ideally I would like to liaise with your local SLT so that we are on the same page, as this will prevent confusion in your child’s learning.

**Homework**

You will need to do some activities with your child every day otherwise therapy will not be effective. These activities will be arrived at together with you and demonstrated with you so that you can feel fully confident in doing them with your child. If you are not clear on any aspect of the homework or strategies given, please contact me and I can talk it through with you.

**Fees**: A full list of fees is also available here: <https://thespeechgrove.com/fees/>

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| **ASSESSMENT FEES:** Fees vary depending on what services are appropriate and can be revised at any time |
| **Screening with short written summary – speech only:**  | €120 | This is suitable when you wish to gain an overview of your child’s speech sound difficulties. There is no formal report but a brief summary may be forwarded to you after the session. |
| **Screening with short written summary – language only:**  | €200 | This is suitable when you wish to gain an overview of your child’s language skills. There is no formal report but a brief summary may be forwarded to you after the session. Sometimes it may be necessary to carry out a more complete formal assessment which will is equivalent to a full assessment with report. |
| **Formal** **Written Report**: | €200 | This is when your child has been attending for therapy and then requires a formal report to be written in order to be referred on to another service such as a Language Class. |
| **Full Assessment & Report:**  | €450 | This involves a full formal assessment with written report. This is not always necessary as you may have already had an assessment done with another service. |

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| **THERAPY FEES:** Fees vary depending on what services are appropriate and can be revised at any time |
| **Therapy session 1 hour:**  | €90 | . Sometimes sessions are split into two sessions of 30 mins per week. At other times it may be more suitable to allocate a 45 minute session for each therapy session which incurs a fee of €80 per session. Therapy is often carried out in blocks of between 4 and 8 weekly sessions. Sometimes sessions are split into two sessions of 30 mins per week especially if attending teletherapy. Therapy is often carried out in blocks of between 4 and 8 weekly sessions. |
| **45 minute session** | €80 | Sometimes it may be more suitable to allocate a 45 minute session  |
| **Hanen More Than Words Parent Programme**: | €650 | The fee for the entire 3 month Hanen More Than Words course is €650. This involves 26 hours on average of face to face time with you. This is spread over 4 x 1.5 hour individual video sessions with your child and 8 parent group sessions lasting 2.5 hours each. Please click on this link:[blog post on Hanen More Than Words](https://thespeechgrove.com/2020/11/05/hanen-more-than-words-parent-course-feb-2021/)for additional information on this course |
| **School Visit**  | €90 | A pre-school or school visit may also be recommended. Fees operate as a therapy session (€90 per visit – 1 hour) and will usually include observation, discussion with or coaching teachers, and any programmes or materials given to the other professionals. **(School Programme without visit**: €60) |
| **Letter report**: | €60 | Sometimes while attending for therapy, you may require a letter report in order to access another service or additional resources. |

**Contact with Other Professionals**

It is often vital to connect with other professionals so that we are all working together for the benefit of your child. It is strongly recommended that there be liaison with the HSE speech and language therapy service if your child is on the list there. This will be fully discussed with you as needed. I can only liaise with other professionals once you have signed a form indicating your consent.

**Cancellations**

Cancellations are accepted as long as advance notice is given no later than 24 hours prior to the appointment. If notice is given on the day of appointment or if there is no notification, a cancellation fee of 50% will be applied.

**Your Information and GDPR:**

This service is confidential. Your information will be kept in accordance with GDPR guidelines and The Speech Grove’s Privacy policy <https://thespeechgrove.com/the-speech-grove-privacy-policy/>

Personal information will be kept in a standard file locked at all times in a filing cabinet when it is not being used. Any electronic data is password protected and stored on external drive that is locked away when not in use. It may be necessary to forward you information electronically. In this case, any documents containing personal information will be password protected with either your child’s date of birth in the format DDMMYYYY, **or** your child’s name all lower case letters with no spaces (first name and surname).

**Consent**

Prior to attending, you will be required to sign an Informed Consent Form to indicate your agreement to the terms and conditions contained in this Service Overview document, and that you have read and agree with the Teletherapy Policy, and that you are in agreement with The Speech Grove’s Privacy Policy. Carolyn may send you some documents, and you can access all most of these documents here: <https://thespeechgrove.com/about-you/>

A summary of the Speech Grove Privacy Policy is provided here:

1. What information is held?
	1. Information relevant to the client’s case history, assessments and results, therapy performance and planning, interpretation of these, notes on contact with clients and other professionals and professional reports. Information may need to be kept in the form of email, password protected laptop, USB / external hard drive, and physical files. These will be kept locked in a filing cabinet when not in use. Your information is kept for up to 7 years, and will be deleted after this unless there is a specified reason.
2. Contacting others:
	1. If it is considered important to contact other professionals involved with your child, this will be fully discussed with you, and will not be done without your written consent.
	2. Your information will never be used in any other way (for example research purposes) without your specific written consent.
	3. Your personal data may however need to be shared in accordance with tax legislation, or legal requirements (such as the Children First Act, 2015)
3. As directed by GDPR guidelines, you will always retain:
	* The right to be informed
	* The right of access
	* The right to rectification
	* The right to erasure
	* The right to restrict processing
	* The right to data portability
	* The right to object and
	* The right not to be subjected to automated decision-making

Please continue by following the instructions listed here, with thanks:

<https://thespeechgrove.com/about-you/>



 Carolyn Webb

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