



# THE LONDON PRACTICE

## Psychotherapy and Coaching

### Sessions

My weekly sessions are usually 50-minutes long, and take place at the same time and on the same day of the week, which we agree at the start. In some occasions, we will agree to twice weekly 50-minute sessions. Usually we will agree a time-limited contract of 12 sessions at the beginning of our work, at the end of which we will review and end. We will discuss your individual circumstances, length, focus and frequency of our sessions together during our first meeting to determine whether this is a suitable approach for you.

### Cancellations and planned absences

Your regular appointment time is being booked for you each week until we end. Therefore, **you will still have to pay for any of the sessions that you miss or cancel short notice (less than 3 days notice by email).**

If you cancel with more than 3 days notice, I will offer you some alternative dates within the original time frame we agreed to work in, to make sure we will have the originally agreed number of sessions. However, if you cannot make any of the alternative dates before our end date, the sessions you missed will be lost, and you will not be reimbursed. The sessions will not be 'added on' after the end date, as our ending date will need to stay the same as agreed at the beginning. Any change of plans with less than 3 days notice will be considered a short notice cancellation, and cannot be rescheduled.

I will likewise let you know weeks or months in advance of any planned absences of mine during the time we agree to work together. Should I need to cancel a session due to an unexpected emergency, I will of course offer you some alternative appointments, or reimburse you, if we cannot find a way to reschedule before the end of our work.

### Ending and notice period

Ending our work is an important part of the process, and if we are working within a limited time frame, the agreed ending date will not be extended, to allow us both to have a clear sense of what stage of our work we are in at all times. We will pay special attention to what the ending brings up in our last couple of sessions.

Should you wish to end sooner than originally planned, you can of course do this at any time. It is still important to give this process sufficient time to be dealt with and for us to conclude our work in this case. I ask for a **minimum of 2 further sessions after you express your wish to end** to make this possible. If we have been working together for more than 12 weeks, a longer ending period would be appropriate.

### Fees and payment

The fee for individual **50-minute sessions is £65**. The fee for **90-minute couple's session is £110**. **The sessions are paid in advance by the 1<sup>st</sup> of each month.**

I will send you an invoice for the first 4 sessions when we begin our work, and then a monthly invoice for the sessions of each following month, which will need to be paid in full by the first session of that month. You can make your payment via bank transfer, or you can pay cash. I do not have card payment options in the therapy room.

### Confidentiality

The sessions are completely confidential. An exception applies only under these three circumstances:

- From time to time I will discuss my work with a clinical supervisor. This is a standard practice and helps me to work as well as I can with you. My supervisor is bound to the same code of ethics and confidentiality as I am.
- If I believe you are at urgent risk of harming yourself or others, I reserve the right to break confidentiality in order to prevent harm. In this case I may contact your GP and/or the police and/or your emergency contact person. I would only do this in extreme circumstances and I will always try to discuss this with you first, before taking any action.
- If required by a court of law to give evidence (e.g. in criminal proceedings).

### Recordings

I will keep short written notes on sessions. These are not identified by name and stored securely and separately from any other records with your personal data. For the purpose of further accreditation and continuing professional development, I may occasionally submit written or recorded material of some sessions for evaluation. Any such material will be disguised to protect your identity and will only be reviewed by clinicians bound by the same code of ethics. I would always ask for your written consent to audio record any sessions before doing so.