



Dyslexia Assessment

Terms and Conditions

Booking a Diagnostic Assessment

Diagnostic assessments can be booked by phone or email and I will confirm the date and time by email. A £100 deposit is required to secure the booking and will be deducted from the overall amount payable.

Prior to the assessment

Prior to the assessment, I will send you a family questionnaire to complete yourself and one for you to give to school to be completed by your child's teacher/SENCo. These are vital to the assessment process to truly understand your child's learning strengths and difficulties and must be returned **2 weeks** before the assessment is due to take place. Without them, a diagnostic decision cannot be made, and the report cannot be completed.

It is essential that the student has had an eyesight check within the **12 months** prior to assessment. Please let me know if glasses are prescribed between booking and completing the assessment. Glasses must be brought and worn during the assessment if required.

During an assessment

The assessment process will take around 3 hours, including breaks for the student. If parents/carers feel the student would find this length of time difficult, alternative arrangements can be made. However, this must be discussed prior to the assessment.

I will act with professionalism during the assessment and similarly the student is required to behave in a manner conducive to determining an accurate diagnosis. Where co-occurring needs mean that extra accommodations may be needed, this should be discussed prior to assessment. I reserve the right to stop an assessment if the student is behaving inappropriately or becoming unduly upset by the process.

When an assessment is taking place in the parent/carer's house, a quiet room and table is required with very few interruptions. The parent/carer must be available at all times at the property but not in the room where the assessment is taking place. If the assessment is taking place at my house or Skills School in Cirencester, the parent/guardian may leave the student in my care (I have an enhanced DBS) but must be contactable by phone at all times.

After the assessment:

The remaining payment of £350 must be made at least 24 hours before the date of the assessment. I will use information from the assessments and questionnaires, as well as observations to write a report. This will explain the student's learning strengths and difficulties and provide personalised recommendations for support at home and in school. It will also confirm whether a dyslexia diagnosis can be made. Once payment has been received, the report will be available within 15 working days from the date of assessment. In some circumstances further information must be gathered to support a diagnosis which delays the release of the report. If this is the case, I will contact and discuss this with you further.

If requested, a further follow-up phone call can be arranged to discuss the findings and recommendations made in the report.

Payment:

A deposit of £100 is required to secure the assessment date and time.

A payment of £350 is due in full at least 24 hours before the assessment date.

I will be unable to release a report until full payment has been made.

Cancellation Policy:

A diagnostic assessment may be cancelled prior to the appointment with no charge but please give 5 working days notice. Failure to do so will result in the non-return of the £100 deposit.

If the student is unwell, please provide at least 24 hours notice and the assessment date will be re-arranged at the earliest possible convenience to both parties.

I may cancel the assessment i.e. due to illness, up to 24 hours before the assessment. This will then be rearranged at the earliest possible convenience to both parties.

Privacy Policy:

I, Jessica Steel, am committed to protecting the privacy of individuals. All the information will be stored digitally under password protection. All reports and background information will be stored for the recommended 6 years after the student turns 18. Invoices will be stored digitally for the required 5 years. After this time, these documents will be permanently deleted or destroyed. Should you require a copy of your personal data; or for your personal data to be permanently deleted; or for changes/corrections made to it before this time, please notify me at: jessica.steel.dyslexia@gmail.com