THE LONDON PRACTICE
Psychotherapy and Coaching

Sessions

My sessions are 60 minutes long unless otherwise agreed, and take place weekly at the same time and on the same day. Our work will be open ended unless we agree a short-term/ time-limited contract. **The minimum commitment is 6 weekly sessions.**

Cancellations and planned absences

Your appointment time is being reserved for you each week until we end. Therefore**, you will still have to pay for any of the sessions that you may have to miss or cancel short notice.** You can take up to **3 sessions as planned holidays in every six months** of our work, provided you let me know of these with a minimum notice of 7 days in advance. Less than 7 days notice will be considered a cancellation, not a planned holiday.

I will likewise let you know weeks in advance of any planned practice closures. I will sometimes offer sessions on bank holidays. If you are planning to be away on a bank holiday, these sessions will not be charged, provided you let me know of your absence with a minimum of 7 days before as usual.

Ending and notice

Ending our work is an important part of the process, and ideally will be discussed together several weeks or months ahead of time. Where our work extends beyond 12 weeks, I recommend that we have at least 3 sessions of ending period together to allow us a proper conclusion of our work. For longer-term work a longer ending period would be appropriate.

Fees and payment

The fee per 60-minute **individual session is £70**. The fee for **90-minute couple's session is £120**. I will send you a monthly invoice by email for the session in the following month, and you can make your payment via bank transfer. The payment in full is due by the first session of the month. Alternatively, you can pay cash at the beginning of each session.

Code of ethics and professional registration

I am registered with and abide by the Code of Ethics of the BACP. A copy of which can be found on their website is available from me upon request.

Confidentiality

The sessions are completely confidential except under these three circumstances:

a) 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.

b) 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.

c) 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. For the purpose of further accreditation and continuing professional development, I may 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 consent to audio record any sessions before doing so.

CLIENT INFORMATION

Name:

Contact number:

Is it ok to leave a message/text?

Email (invoices will be sent there):

Your home address:

Your date of birth:

Please give details of someone to contact in case of an emergency (name, relation to you, phone number):

Your GP (name and practice details):

Any medication you are taking (regularly or occasionally):

Do you have children under 18 who live with you? If yes, please give name and age:

I confirm the details above are correct.

I have read and understood the rules about confidentiality and under which circumstances these may be broken, and agree to work with these.

I have read and understood the cancellation policy. I agree to pay for any missed sessions outside the maximum 3 planned holidays in a 6 months period.

Signature:

Alexandra Neumann

Office 439 Linen Hall 162-168 Regent Street London W1B

Mobile:
07707 929048

Email:
alex@thelondonpractice.org

Web:
www.thelondonpractice.org

2