



SEND Consultant — Client Contract with Terms and Conditions For SEND Consultation and Support

Part 1: Details of the Parties

SEND Consultant Details	Name:	
	Telephone:	
	Email:	
Client's details	Name:	
	Telephone:	
	Email:	
	Physical address:	
Student details	Name(s):	
	Ages / year groups:	
	Special Educational Needs (SEND, if any):	
	Other notes:	
Provision	Package and Support Chosen. Work Commencement Date	

Part 2: General Terms and Conditions

1. **Parties.** In these terms and conditions, the words 'SEND Consultant', 'Client' and 'Student(s)' refer to the individuals specified in Part 1 and, where applicable, any other individual with delegated authority working for and making decisions on their behalf.
2. **Services Offered.** The SEND Consultant agrees to provide SEND Consultation and Support to the client (s) in relation to the Student(s) in accordance with the details set out in Part 1
3. **Fees.** The Client agrees to pay the SEND Consultant at the rate of: Fees are dependent upon which of the four packages of support has been agreed by the consultant and the client to best support the child.

Bronze Package - £70	Silver Package - £180	Gold Package - £350	Platinum Package - £700
Paid in Advance	Paid in Advance	50% in advance and 50% on completion	50% in advance and 50% on completion
2 hours of support that includes	5 hours of support that includes	10 hours of support that includes	20 hours of support that includes
Free 15 minute Zoom call	Free 15 minute Zoom call	Free 15 minute Zoom call	Free 15 minute Zoom call
Phone calls between client and myself	Phone calls between client and myself	Phone calls between client and myself	Phone calls between client and myself
Emails between client and myself	Emails between client and myself	Emails between client and myself	Emails between client and myself
SEND Form Filling	SEND Form Filling	SEND Form Filling	Zoom Calls with Parents/Carers
		Accompanying parents/ carers to external meetings (when invited) related to SEND	SEND Form Filling
			Accompanying parents/ carers to external meetings (when invited) related to Early Help and SEND
Please note that all work will be accurately timed using time management software.			

4. **Payment Terms.** Where the SEND Consultant and the Client have agreed to have either the Bronze or Silver Package, the client agrees to pay the SEND consultant the full amount 3 days prior to the start date.

Where the SEND Consultant and the Client have agreed to have either the Gold (10 hours) or Platinum (20 hours) package, the client agrees to pay 50% of the fees 3 days prior to the start date and 50% of the total amount on either the 10 hourly or 20 hourly point depending on the package selected.

All work will be accurately timed using time management software to provide a precise report on all work completed. This will be shared with the client at various times during the consultancy agreement.

If the work remains on-going beyond the specified allocation of support hours, clients have the option to purchase a further package of support and a new agreement will be drawn up.

Please see Part 1 of this document for details of the agreed package chosen by the SEND Consultant in discussion with the client.



5. **Disbursements and Expenses.** The Client agrees to pay disbursements and other expenses incurred by the SEND Consultant on the Client's behalf, as long as they have been agreed in advance of being incurred.
6. **Termination of Agreement by the Client.** In the unlikely event the client wishes to terminate the agreement, they are to do so in writing giving a full explanation as to why they have chosen to do so within 14 days of signing.
7. **Termination of Agreement by the SEND Consultant.** In the unlikely event the SEND Consultant wishes to terminate the agreement, they are to do so in writing giving a full explanation as to why they have chosen to do so within 14 days of signing.
8. **Safeguarding and Professionalism.** The SEND Consultant acknowledges and agrees that they have, an Enhanced DBS check as a professional private tutor (or equivalent criminal record check, where they reside outside the UK) dated within the last 12 (twelve) months and that they are happy to show the Client a copy on request. The SEND Consultant has registered for the DBS Update Service and to maintain high standards of professionalism.
9. **Dispute Resolution.** In the event of a dispute arising, the parties agree to take all necessary reasonable measures and act in good faith to resolve the dispute. Should this not be possible, both sides agree to consider Alternative Dispute Resolution (ADR).