

PAC-UK Commissioned Educational Psychology Service Contract

This contract is between PAC-UK and **name of school or local authority**.....
in respect of **child's name**.....

PAC-UK undertakes that the work will be delivered by an HCPC-registered Educational Psychologist (EP).

An Educational Psychology assessment typically last three hours. If the EP or the school feel that additional assessment is necessary, this will be negotiated between the EP and the school.

The assessment will comprise some or all of the following, at the discretion of the EP:

- Consultation with the child's parent or carer
- Consultation with the school staff who know the child best
- Telephone or email consultation with other professionals working with the child in order to gather information and/or provide feedback from the assessment
- Individual assessment work with the child
- Observation of the child in class and/or during unstructured time

This work will typically take place at school. It may be possible for the EP to arrange to visit the parent and child at home in specific situations (e.g. prolonged school refusal or medical absence). If the child decides not to take part in the assessment, the EP can provide a consultation service to the adults around the child.

The EP will ensure that a full report is sent to the school and parent within one calendar month of the visit. Any exceptions to this timeline (e.g. in the case of holidays, or a delay in obtaining information) will be flagged up by the EP. The report will comprise: information regarding the child's strengths and difficulties; a professional view regarding the child's needs, including any special educational needs; educational objectives; strategies which should be implemented to meet these needs and objectives. It is beyond the remit of the Educational Psychologist to make specific recommendations about numbers of hours' support, or about types of school or provision.

The EP may ask the parent and/or school to complete and return questionnaire assessments about the child's difficulties. These must be returned promptly, as delays will cause delay to the final report.

P.T.O.

It is the responsibility of the school to:

- Obtain written parental consent for EP involvement, using the attached consent form. This consent must be received by PAC-UK at least two weeks prior to the planned visit, to allow the EP to have an initial telephone discussion with the school about the concerns before the visit. If the child is currently looked after by the local authority, the school must liaise with the social worker to ascertain who has parental responsibility, and ensure that consent is received from all relevant parties.
- Make available a member of school staff who knows the child well, to consult with the EP.
- Invite the parent, guardian or carer to attend the consultation as agreed with the EP.
- Obtain teachers' agreement to observe the child in class.
- Identify a vacant quiet room for the child's individual assessment.

If an EP visit is cancelled by the school, parent or child within 48 hours of the planned visit, the school will be liable to pay the full charge.

If an EP visit is cancelled more than 48 hours before the planned visit, the visit can be rescheduled once at no cost.

If there is any dissatisfaction with the services provided by the EP, parents and schools are encouraged to call the EP to resolve these. Parents and schools also have access to PAC-UK's complaints procedure, with more information in the enclosed leaflet.

Name of School:	
Signatory:	
Signature:	
Date:	

Name of Organisation:	PAC-UK
Signatory:	
Signature:	
Date:	