

Nicola Wiltshire
07939123942
Nicwiltshire85@gmail.com



Inspire Include Improve SEN Consultancy
22 Tudor Close
Dartford
Kent
DA1 3HU
DATE

[Client's Name]
[Client's Address]

Dear [Client's Name],

This Coaching Agreement ("Agreement") is entered into between Nicola Wiltshire of Inspire Include Improve SEN Consultancy Ltd (Coach) and [Client's Name] ("Client") effective as of [Date]. This Agreement outlines the terms and conditions of the coaching relationship between the Coach and the Client.

Coaching Services:

- a. The Coach agrees to provide ADHD coaching services to the Client.
- b. The coaching sessions will be conducted via Zoom, as agreed upon by both parties.

Duration and Frequency:

- a. The coaching sessions will be 60 minutes in duration.
- b. The sessions will occur on a [weekly/bi-weekly] basis, as determined by mutual agreement.

Payment:

- a. The fee for each coaching session is £100 per adult and £50 per child..
- b. Payment is due before each session.
- c. Payments can be made via bank transfer with details on an emailed invoice provided by the Coach.

Cancellation and Rescheduling:

- a. The Client agrees to provide at least 48 hours' notice for any session cancellation or rescheduling.
- b. Failure to provide timely notice will result half session fee being charged (£50).

Confidentiality:

- a. The Coach agrees to keep all information shared by the Client confidential, except as required by law.
- b. The Client agrees not to disclose any confidential information shared by the Coach during the coaching sessions.

Boundaries:

- a. The Coach and Client will work together to establish clear boundaries and expectations for the coaching relationship.
- b. If, at any time, either party feels that the coaching relationship is not meeting their needs, they agree to communicate openly and work towards a resolution.

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Termination:

- a. Either party may terminate this coaching relationship with a written notice of 14 days.
- b. In the event of termination, the Client agrees to pay for any outstanding sessions scheduled within the notice period.

Miscellaneous:

- a. This Agreement constitutes the entire understanding between the Coach and the Client.
- b. Any amendments to this Agreement must be made in writing and signed by both parties.

By signing below, the Client acknowledges that they have read, understood, and agreed to the terms and conditions outlined in this Coaching Agreement.

Client's Name

Signature

Date

Nicola Wiltshire

N.A. Wiltshire

DATE

Please retain a copy of this Agreement for your records. If you have any questions, feel free to contact me.

Sincerely,

Nicola Wiltshire

Inspire Include Improve SEN Consultancy Ltd

Nicwiltshire85@gmail.com

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