

Mini Moments SEND Consultancy Consultancy Services Agreement



1. Purpose of Services

Mini Moments SEND Consultancy provides advice, guidance, and support relating to Special Educational Needs and Disabilities (SEND). This may include assistance with paperwork, signposting to relevant services, and attending meetings or observations as agreed.

2. Free Initial Consultation

The Client is entitled to a 30-minute free consultation.

2.1 Purpose of the 30-minute consultation

The purpose of the consultation is to:

- Understand the needs of the Client's child; and
- Identify which forms or applications may be required, which may include (but are not limited to):
 - Education, Health and Care Plan (EHCP) - including observations, mediation and tribunal
 - Disability Living Allowance (DLA)
 - Right to Choose pathway
 - Blue Badge
 - Children and Young People's Mental Health Service (CYPMHS)
 - Early Help (EH)

No paperwork will be completed during the free consultation.

3. Paid Consultancy Services and Fees

If the Client chooses to engage further support following the free consultation, services will be charged according to the price list below.

3.1 Paperwork Support and Advice

Service	Duration	Fee
EHCP paperwork and the submitting of paperwork	2 hours	£150
EHCP paperwork continued Mediation and Tribunal - reading over paperwork and advising/being present at the meetings/court	As long as needed	Charged at £75 an hour
DLA paperwork (completion only – submission must be done by the parent)	1.5 hours	£112.50
Right to Choose advice & “This is Me” needs assessment	2.5 hours	£187.50
Disability Blue Badge application support	2 hours	£150
CYPMHS support	1 hour	£75
Early Help (EH) support	1 hour	£75
Observations and liaising with nurseries/schools	As long as needed	Charged at £75 an hour

3.2 Observations and Appointments

Observations or attendance at meetings/appointments with a school or setting will be charged at £75 per hour.

3.3 General Advice and Signposting

Any general advice, guidance, or signposting will be charged at £75 per hour.

Client Acknowledgement – Free Consultation

I wish to engage with Mini Moments SEND Consultancy for the free 30-minute consultation and confirm that I have read and agree to the terms outlined in Sections 1–3.3 of this Agreement.

Client Name: _____

Signature: _____

Date: _____