From Richard Popp, MSc. Psychodynamic psychotherapist.

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**Contract and guidance notes**

Starting psychotherapy will involve you making certain arrangements, here are a few pointers for your information

1. Each session will last 50 minutes
2. I will give you good notice of my holiday dates and you My want to try and take holidays at the same time though I realise that this is not always possible. I do not work bank holidays.
3. I charge for all sessions including ones you miss. I do not charge whist I am on holiday. It would be helpful if you could let me know when you are unable to make a session.
4. You may wish to inform your GP and any other medical practitioner that you have started psychotherapy.
5. You should not attend a session if you have an infectious disease. If you are feeling well enough, we can arrange for you to have your session by telephone or the internet.
6. All of our work is confidential. Your name and other identifying details will be kept separately from any notes in a secure manner. I am obliged to contact appropriate people if you become a danger to yourself or others though I would normally let you know I am doing this.
7. In the event of my serious illness of death, my relatives will inform my clinical trustees who will arrange for you to be contacted.
8. Termination of psychotherapy is preferably by mutual agreement. In any event it is desirable that you give one month’s notice.
9. Our work together will involve you telling me whatever you are thinking or feeling and then together we will try and understand your psyche.
10. I am a member of the Severnside Institute of Psychotherapy and the British Council of Psychoanalysis. Registration number: 26377. I hold full professional liability insurance with Howdens. Policy Number: P22Q0183.