SEND Guidance

Pricing for parents and carers

SEND Guidance is an independent SEND consultancy run by Claire Andrews, offering guidance, preparation and advocacy support to parents and carers.

Not sure where to start

Clarity call, up to 30 minutes — **Free**

Phone or online, no written follow up

Clarity call, 60 minutes — **£95**

Phone or online, verbal advice only

The free call is for working out where you are and what you need. It is a scoping conversation rather than an advice session, and there is no written follow up. The paid 60 minute call goes into your situation properly and gives you verbal advice you can act on.

Applying for an EHC needs assessment

An Education, Health and Care Plan (EHCP) is a legal document that sets out a child's needs and the support they must receive. Getting one starts with a request for an assessment, and how that request is written matters.

EHC needs assessment request support — **£265**

Drafting the request letter, pupil and parent views, and organising evidence for submission

Pupil voice preparation and evidence gathering — **£195**

Child friendly sessions and a written summary capturing the child or young person's views

Assessment request support covers a draft letter, your child's and your own views, and help organising the evidence you already have. Pupil voice work is a child friendly session (or sessions) with a written summary, so your child's own view is in the paperwork rather than assumed.

A draft plan has arrived

Draft EHCP review, new plan — **£245**

Written review of a new draft, followed by a feedback call

Draft EHCP review, amended plan — **£265**

Written review of an amended draft, with follow up discussion

EHCP document surgery **£175**

Focused 60 minute review of a single plan with summary notes

You have a short window to respond to a draft, and it is the single best moment to get the wording right. A full review gives you written notes plus a feedback call. The document surgery is a lighter option: one focused 60 minute review with summary notes.

You have a plan and it is not working

Existing EHCP review, basic **£195**

Concise written sense check plus a 60 minute advice call

Existing EHCP review, complex **£345**

Detailed written analysis plus a 60 to 90 minute call

Bespoke letter **£135**

Chasing provision, complaints, requests for action

The basic review is a concise written sense check plus a 60 minute call. The complex review is for plans with multiple needs, disputed sections, or a long history, and includes in depth written analysis plus a 60 to 90 minute call.

Annual reviews

The annual review is the meeting where the plan is looked at again. It is the main opportunity each year to change what is written down.

Annual review support, preparation only **£225**

Plan and evidence review, preparation notes and a 60 minute call

Annual review support with remote attendance **£345**

Preparation, remote attendance and a post meeting debrief

School meeting preparation and debrief **£225**

60 minute preparation call plus a 60 minute debrief

Moving school or moving phase

EHCP and phase transfer advice, option 1 **£245**

Review of the plan and evidence, a call and a written report with next steps

EHCP and phase transfer advice, option 2 **£395**

Review, call, written report and a comparison of school options

Transition planning support, SEN Support **£195**

90 minute consultation plus a written transition plan and checklist

Transition planning support, EHCP — **£245**

90 minute consultation, plan review, and a transition plan linked to provision and outcomes

If you have been refused, or you are appealing

Mediation support, refusal to assess — **£195, or £365 with remote attendance**

Preparation call, document review, and a written briefing or parent statement with strategy guidance

Mediation support, refusal to issue — **£225, or £395 with remote attendance**

As above, with additional focus on the evidence reports from the assessment

Tribunal support, preparation package — **£495**

Case review, document organisation, written strategy outline, briefing or parent statement, and a preparation call

Remote attendance at a mediation or tribunal related meeting — **£295 per half day**

Per half day, where preparation has not been booked separately

The tribunal preparation package covers a case review, organising your documents, a written strategy outline and a preparation call. It is preparation and support, not legal representation, and it does not replace advice from a solicitor or from your local SENDIASS service.

Ongoing support and paperwork

Parent coaching session, 60 minutes — **£145**

Practical guidance on rights, confidence and next steps

Administrative form and paperwork support, standard — **£135**

Help completing one main form, including a consultation and the form completion

Administrative form and paperwork support, complex — **£245**

Several linked forms or more complex paperwork, with extra time for wording and evidence

Practical help for the things that sit outside a single document: guidance on your rights and next steps, and support with the forms and paperwork that come with the system.

What this is

SEND Guidance offers guidance, preparation and advocacy support. It is not legal advice and not legal representation.

Booking and payment

Payment is made in full when you book. Once payment clears, Claire will confirm your appointment and send anything she needs from you beforehand.

If you would rather spread the cost on the larger packages (£345 and above), pay half on booking and half before the work is delivered. Just ask.

Changing or cancelling

You can reschedule once, free of charge, with at least 48 hours notice. Inside 48 hours, or if an appointment is missed, the fee is not refundable.

Claire understands that SEND life is unpredictable. If something serious happens, tell her. She will always try to find a way round it.

To cancel or rearrange, email claire@sendguidance.co.uk as far in advance as you can.

Your right to cancel

You have 14 days from booking to cancel and receive a full refund. If you need the work to start sooner than that, Claire will ask you to confirm in writing, and if you then cancel you will be charged for the work already done.

Getting in touch

Email claire@sendguidance.co.uk. Claire replies within two working days.

Full terms and conditions are at sendguidance.co.uk/terms.