

# PROJECT WEST

## ASSESSMENT & CONTACT SERVICES

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# Fees & Charges Schedule

Updated 10 September 2026

## Referral Administration & Mandatory Pre-Visit Meetings

Before Family Time services commence, Project West undertakes a referral and preparation process to support safe, professional services in the best interests of the child.

| Service                                   | Fee            |
|-------------------------------------------|----------------|
| Referral Administration                   | £55.00         |
| Individual Pre-Visit Meeting              | £70.00         |
| <b>Total Referral &amp; Pre-Visit Fee</b> | <b>£125.00</b> |

The fee covers opening and setting up the case; reviewing referral and court documentation where applicable; liaising with parents and professionals; arranging appointments and preparing the service; and conducting the mandatory pre-visit meeting with each participating adult.

Once the referral process has commenced, this fee is non-refundable as professional work begins immediately.

## Family Time Services

| Service                | Weekday | After 4:30 pm | Weekend |
|------------------------|---------|---------------|---------|
| Supervised Family Time | £52/hr  | £62/hr        | £62/hr  |
| Supported Family Time  | £43/hr  | £50/hr        | £50/hr  |
| Virtual Family Time    | £48/hr  | £52/hr        | £52/hr  |
| Family Time Handover   | £34     | £37           | £37     |
| Indirect Family Time   | £22     | £27           | £27     |
| Family Time Report     | £37     | £37           | £37     |

## Family Support, Mentoring & Other Professional Services

| Service             | Weekday | After 4:30 pm | Weekend |
|---------------------|---------|---------------|---------|
| Family Support      | £53/hr  | £63/hr        | £63/hr  |
| Mentoring           | £53/hr  | £63/hr        | £63/hr  |
| Life Story Sessions | £53/hr  | £63/hr        | £63/hr  |
| Court Attendance    | £70/hr  | £80/hr        | £80/hr  |
| Consultation        | £65/hr  | £75/hr        | £75/hr  |
| Room Hire           | £48/hr  | £52/hr        | £52/hr  |

Mentoring is charged at the same rates as Family Support.

## Family Time Assessments & Progress Reviews

Fees are agreed individually for each case. Project West will review the initial information provided by the person or organisation requesting the assessment and discuss the referral, the questions to be addressed and the work required. A tailored quotation will then be provided and agreed before the assessment or review begins.

## Life Story Work: Reports

Individual Session Notes / Session Reports are charged at the current Family Time Report rate (£37 per session). Final Life Story Reports are charged according to the complexity of the case.

## Payment Information

- A deposit equivalent to one Family Time session is required.
- Payment is due at least 72 hours before the scheduled appointment.
- Cancellations made within 72 hours of the scheduled service will be charged in accordance with Project West's Terms and Conditions.
- Bank Holiday appointments are charged at double the standard rate.
- Project West is not VAT registered.
- Fees are reviewed annually.