

For Face to Face Sessions

Dear **Client's Name**,

My name is and I will be your counsellor.

Following on from our initial **call / text message** here are further details about the sessions:

Location:

Full Address

Time and Day:

e.g. 11am on Mondays

This is the building:



Map of the area:



Arrival:

e.g. When you arrive, please ring the buzzer and you will be let in to reception, where I will come and meet you at your session time.

To help you to feel comfortable in sessions we will provide water, pens and paper to use if you'd like to.

Is there anything else that would make you feel more comfortable, examples include a session guide in advance, shorter sessions, bringing a drink or snack, sensory soothers or regulation tools, or regular breaks. Do you have any sensory needs I can help you with?

The Sessions:

- Are private and confidential.
- Are 50 minutes but can be shorter - I will check how you feel at the start of each session.
- We can include breaks.
- The number of sessions is flexible, we will agree this together in our first session, and review at session 3/4.

In the First Session:

- We will start to get to know each other.
- I will explain how counselling works and what we can try.
- We will discuss goals and what you'd like to achieve.

As agreed, I will message you a reminder: **e.g. the night before after 6pm / On the day around 9am.**

If you think of any questions before we meet, you can reply to this email, message or leave me a voice note, and I will reply.

For Video Call

Dear **Client's Name**,

My name is and I will be your counsellor.

Following on from our initial call / text message here are further details about the sessions:

Location:

e.g. Give the different options the organisation offers and let the client choose

Joining Instructions:

e.g. Join the meeting now

Meeting ID: 123 123 123 12

Passcode: PassWord1

You will also receive a separate email with these details.

Time and Day:

e.g. 11am on Mondays

The Sessions:

- Are private and confidential.
- Use a quiet space, have a drink and have what you need to feel comfortable - examples could be colouring, knitting, crafting, sensory soothers or regulation tools, jewellery or a snack.
- Is there anything else that would make you more comfortable and able to engage?
- Do you have any sensory needs I can help with?
- Are 50 minutes but can be shorter; I will check how you feel at the start of each session.
- We can include breaks.
- The number of sessions is flexible, we will agree this together in our first session, and review at session 3/4.

In the First Session:

- We will start to get to know each other.
- I will explain how counselling works and what we can try.
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As agreed, I will message you a reminder: **e.g. the night before after 6pm / On the day around 9am.**

If you think of any questions before we meet, you can reply to this email, message or leave me a voice note, and I will reply.

For Telephone Calls

Dear **Client's Name**,

My name is and I will be your counsellor.

Following on from our initial **call / text message** here are further details about the sessions:

Location:

Telephone calls

Time and Day:

e.g. 11am on Mondays.

The Sessions:

- Are private and confidential.
- Use a quiet space, have a drink and have what you need to feel comfortable - examples could be colouring, knitting, crafting, sensory soothers or regulation tools, jewellery or a snack.
- Is there anything else that would make you more comfortable and able to engage?
- Do you have any sensory needs I can help with?
- Are 50 minutes but can be shorter; I will check how you feel at the start of each session.
- We can include breaks.
- The number of sessions is flexible, we will agree this together in our first session, and review at session 3/4.
- **Please note:** Sessions cannot go ahead if you are driving or in a public environment.

In the First Session:

- We will start to get to know each other.
- I will explain how counselling works and what we can try.
- We will discuss goals and what you'd like to achieve.

As agreed, I will message you a reminder: **e.g. the night before after 6pm / On the day around 9am.**

If you think of any questions before we meet, you can reply to this email, message or leave me a voice note, and I will reply.