

Thank you for contacting the Centre about coming for counselling. For your guidance, below is an explanation of what the Centre can offer in the way of counselling, and how we operate.

Counselling is about openly sharing your problem with one or more people and, with help, exploring ways of learning to cope with, and perhaps overcome, the problem.

The form of individual and group counselling offered by the Centre is psychodynamic in nature. This means that the Counsellor will invite you to explore the ways in which your individual past, and your emotions and feelings, influence your current thought and behaviour.

For couple and family counselling our model is systemic. Systemic counselling is brief, focused and takes a holistic approach to exploring relationships and communication patterns in couples and families and their wider networks.

We do not accept requests for counselling from persons aged under 21 years.

The Centre is involved also in the professional training of future counsellors. It may be that you will be seen by one of our trainees. Like all our staff, they receive on-going weekly supervision from experienced counsellors and psychotherapists.

The Centre is an institutional member of the *British Association for Counselling and Psychotherapy* and follows the ethical guidelines laid down by the Association.

The Centre offers a range of counselling activities:

Individual psychodynamic counselling: This involves meeting with a counsellor on a weekly basis over a period of time which is determined by the nature of the problem and could continue for up to two years.

Psychodynamic group counselling: This is similar to individual counselling except that you have the opportunity to hear others talk about their problems and the group helps its members to find ways of coping and overcoming their individual problems. Groups normally consist of six clients and a counsellor, and strict confidentiality of what takes place in the group is insisted upon. One of the advantages of group counselling over individual counselling is that you receive the benefit of more than one perspective on your problem, with the richness which a number of different perspectives can offer.

Short-term counselling: Both individual and group counselling can be offered on a short term basis, namely a maximum of twelve sessions. With individual short term counselling there is a review with the counsellor after six sessions.

Systemic marital / couples counselling: This is for clients wishing help with problems arising out of marriage or partnership relationship. You will come with your spouse or partner and meet with a counsellor. Usually this form of

counselling involves coming to the Centre once a fortnight or month for up to six sessions initially.

Systemic family counselling: is appropriate where there is an identified family problem, or difficult behaviour being displayed by one family member but affecting the others, or arising from parental separation or divorce. The family will come to the Centre, usually monthly, and meet with a small team of counsellors.

Bereavement Counselling: this is short term counselling for those who have experienced a recent significant personal loss. The counselling is provided by specially trained staff counsellors.

In addition, you may find the following paragraphs helpful:

It is part of our Constitution, however, that no one is turned away who can benefit from the approach to counselling offered.

Registration: With the details you fill in on the registration form, we register you as a potential user of our service. For this we ask a registration fee of £18.

Initial interview: The purpose of this interview is to explore the nature of your problem and to gather some personal details to enable us to help you with the problem. The interview will give you the opportunity to raise any questions you may have about our service with the interviewer. **The interviewer will also ask you for the name and address of your GP** whom we will not approach without your permission. In the event of an emergency it might be very helpful to you if we had the details. We ask for a contribution of £22 towards the cost of this interview.

It should be stressed that this interview is not the start of counselling, and the counsellor who meets with you on this occasion is not the one who will be assigned to you when counselling commences. Once you are assigned a counsellor, however, this counsellor will remain with you throughout the entire course of counselling.

Our guidelines for contributions: Highgate Counselling Centre is a registered charity but, because we have to maintain our premises and ensure a high level of counselling practice, we have the burden of considerable overheads. *We ask, therefore, that all clients attending the Centre make a financial contribution for each scheduled session which will be agreed between you and your counsellor at the commencement of counselling.*

For individual counselling there is a sliding scale of contributions related to monthly earnings before the deduction of income tax. The level of your contribution will be agreed between you and your counsellor at the commencement of counselling. At any time during your counselling this contribution can be reviewed and, on the first anniversary, the counsellor will initiate a review. The range is between £28 and £65.

For clients who cannot financially commit to the sliding scale there is a Reduced Contribution scheme. To apply for the Reduced Contribution scheme you must explain your financial circumstances in writing to the Director of the Centre at the time of Registration. The scale of contribution for this is between £13 and £27.

It is necessary that your written statement gives full details of all sources of income (for example, benefits, allowances, child benefit, other wages in the household, etc), and of expenditure (for example mortgage, rent, Council Tax, electricity, gas, water, dependents, etc). Please include a photocopy of evidence if you are in receipt of Income Support, Disability Living Allowance, Job Seekers Allowance or any similar benefit. Your application will be considered by the Director, and you will be advised of his decision.

For Group Counselling the guideline is between £13 and £27 per session.

For Marital, Couple and Family Counselling contributions are determined by individual circumstances, but will take into account that more than one client is involved.

You are expected to pay your contribution for sessions which you cancel or miss, but you do not pay when the counsellor is not available.

Following is a Request Form for an initial interview (3 pages). If, after reading the above, you feel you wish to proceed with your request for counselling at the Centre and have decided whether you wish to have individual, group or couple/family counselling, please download and complete the form appropriately and return it to the Centre. *If you are undecided as to which type of counselling would be most appropriate for you, please complete the box for "individual psychodynamic counselling" and discuss the matter with the counsellor at the Initial Interview.*

It is important to bear in mind that the times of your availability for interview and for counselling are crucial in determining how long you can expect to wait before we can make an appointment for your initial interview and before we can assign a counsellor after that. The more times you can offer, the sooner you should be seen.

Your request will be acknowledged immediately it is received, and as soon as possible thereafter we shall arrange an initial interview.

When you have filled in the form please send it, with your cheque or postal order for £18 and a stamped self-addressed envelope, to *The Client Services Co-ordinator, Highgate Counselling Centre, Tetherdown Halls, Tetherdown, London N10 1ND.*

HIGHGATE COUNSELLING CENTRE

1. REGISTRATION FORM: BLOCK CAPITALS, please

NAME: _____

ADDRESS _____

_____ Post Code _____

Telephone numbers: Day _____ Evening _____

Please register me with the Highgate Counselling Centre. I enclose a registration fee of £18 and an *sae*.

2. REQUEST FOR INITIAL INTERVIEW:

I WOULD LIKE TO DISCUSS RECEIVING: (Please tick as appropriate)

- i) Individual Psychodynamic Counselling _____ a) Long term _____ b) Short term _____
ii) Psychodynamic Group Counselling _____
iii) Systemic Marital/Couple Counselling _____ iv) Systemic Family Counselling _____
v) Bereavement Counselling _____

I am available for interview:

Weekday morning 9am-1pm _____

Weekday afternoon 1pm - 5pm _____

Weekday evening 5pm-9pm _____

Saturday morning 9am - 2pm _____

Can messages be left for you on your answerphone? Yes / No

Can messages be left with whoever answers your phone? Yes / No

Can messages be left at work? Yes / No

3. NAME OF YOUR GP _____ tel. no. _____

ADDRESS _____

(no-one can have counselling at Highgate unless they supply GP's name and address)

Can we contact your GP? (We will not do so without your permission) Yes / No

I confirm the above application

Signature _____ Date _____

**Please send to: THE CLIENT SERVICES CO-ORDINATOR, HIGHGATE COUNSELLING CENTRE
TETHERDOWN HALLS, TETHERDOWN, LONDON N10 1ND
Please make cheques payable to: Highgate Counselling Centre**

Application for the Reduced Contribution scheme

I wish to apply for the reduced contribution scheme (£13 to £27 per session) for the following reasons:

(Please be as specific as possible about your financial circumstances, supplying evidence where appropriate; complete on a further sheet if necessary. You do not need to sign or date this application; you have already signed and dated the registration form, and this holds good for this application too.)

EQUAL OPPORTUNITIES MONITORING

To be filled in by the client

The answers you give us here will help us to make sure that we are reaching all parts of our community.

Your answers will not affect your allocation in any way and if you prefer, you can choose to leave this section blank.

- **Do you consider yourself to have a disability, and if so, which one?**
Yes No

- **How would you describe your ethnic origin?**

White

British

Irish

Any other white background

Black or Black British

African

Caribbean

Any other black background

Mixed

White and black Caribbean

White and Asian

Any other mixed background

Chinese or other ethnic group

Chinese

Any other

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

- **Are you a Haringey resident?**