**Haywards Heath Counselling Referral Form**

Your full name:

Preferred name (for us to use):

*\*We will contact you using your student or staff college email address.*

Your college email address:

Can we email you a Teams invite/calendar appointment using your college email? Yes / No

Telephone number:

Can we leave a voicemail message on this number? Yes / No

Are you seeking counselling as a staff member or a student:

Currently counselling is available to students and staff Monday, Tuesday (college opening hours) and Wednesday until 12.30pm. Sessions are 50 minutes.

Please state the days and times you are available for counselling.

|  |  |  |
| --- | --- | --- |
| Monday | Tuesday | Wednesday |
|  |  |  |

Due to Covid 19, your initial appointment and following counselling sessions will be offered via Microsoft teams and/or telephone. This will continue to be the case for at least the first term, when we will review again.

If you feel that counselling via Microsoft Teams or the telephone will be difficult for you, please state here and the counsellor will be in contact with you to discuss further.

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Please choose:

|  |  |
| --- | --- |
| Microsoft teams | Telephone |

**On-site online / telephone counselling**

If you would prefer to have your online or telephone counselling on site, then please let the counsellor know. We can arrange for you to be in a confidential room.

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If you would like to; please describe why you would like to attend counselling

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|  |

Signature: Date:

Please email the form to [counselling@haywardsheath.ac.uk](mailto:counselling@haywardsheath.ac.uk)

The counsellor will respond to your referral by email or phone and offer an initial appointment.