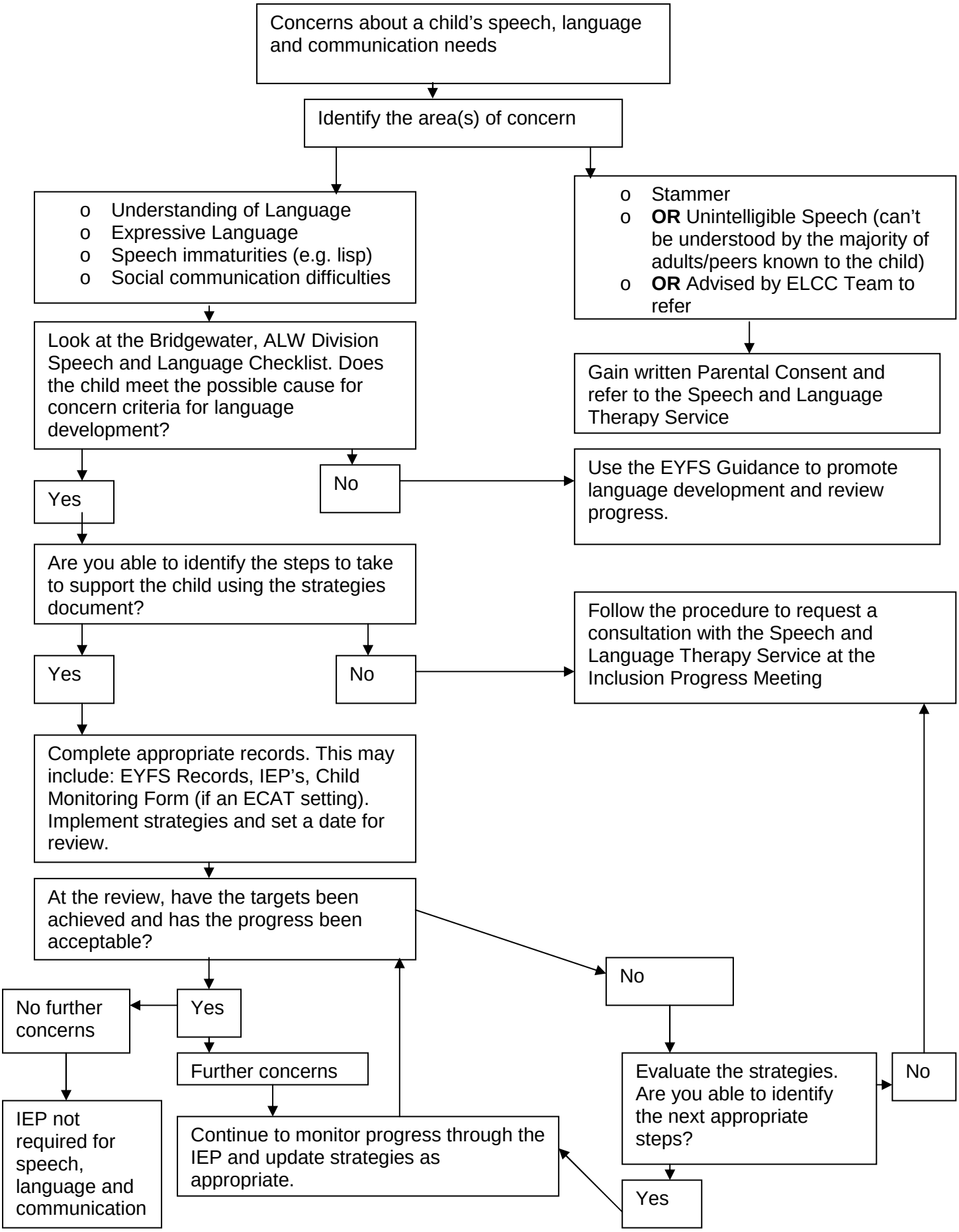Procedure to follow prior to requesting a Consultation Session with a Speech and Language Therapist (September 2011)