



Freedom of Information Publication Scheme



North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

Reviewed by:	Principal and Local Governing Body
Frequency of policy review:	Three Years
Lead Sub Committee for discussion:	LGB
Last Reviewed:	March 2020
By Dan Sydes	
Ratified by Board of Trustees on:	13 March 2020
By Michael Whitaker	
Next Review Date:	November 2023

Freedom of Information Act 2000: Publication Scheme for North East Futures UTC

1. Aim of the publication scheme

The publication scheme covers the UTC's commitment on the following points:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the UTC and falls within the classifications below.
- To specify the information that is held by the UTC and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the UTC makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

2. The Classes of Available Information

Information to be published	How the information can be obtained	Cost
<p>Who are we and what do we do?</p> <p>North East Futures UTC provides education for children aged 14 to 19 years situated in Newcastle upon Tyne.</p> <p>Information concerning staffing structure and governing body membership are available from our website</p> <p>Our full contact details are available on the website.</p>	Website	Free
Instrument of governance are available on request	Contact the school office 0191 917 9888	5p per page
Local Governing Board membership is available on our school website	Website	
Our school prospectus gives further information about our school values, specialisms and courses available as well as information concerning	Website	Free

North East Futures UTC – Freedom of Information Publication Scheme

<p>administration, session times and contact information and enrolment procedures.</p> <p>An electronic copy can also be found on our school website</p>	<p>For a paper copy please contact the school office 0191 917 9888</p>	
<p>An accessibility plan is available which outlines the school's commitment to ensure that all children are able to access our curriculum and fully partake in school life.</p>	<p>Website</p> <p>For a paper copy please contact the school office 0191 917 9888</p>	5p per copy
<p>Term dates are available from the school website and Newcastle Council website as well as in hardcopy on request</p>	<p>Website</p> <p>Hard copy available from school office</p>	Free
<p>What Do We Spend and How?</p> <p>Both historical and current School budgets are available. Please contact Tyne Coast Academy Trust through the school office.</p> <p>Annual budget plan and financial statements are available from the school on request, as is information regarding capital and additional funding.</p> <p>We can also provide information regarding current projects and procurement procedures.</p> <p>The schools Pay Policy has been developed in line with that of Tyne Coast Academy Trust.</p> <p>The school policy for governor allowances is available on request from the school office. Monitoring of how this money has been spent can be found in the minutes of Full Governing Body and Resources and Recruitment Committee</p> <p>What are our priorities and how are we doing?</p> <p>The school has a School development plan.</p> <p>Information contained within these plans can be discussed.</p>	<p>For a paper copies please contact the school office 0191 917 9888</p>	<p>5p per page</p> <p>5p per page</p> <p>5p per page</p> <p>Free</p> <p>Free</p> <p>5p per page</p>

North East Futures UTC – Freedom of Information Publication Scheme

<p>The UTC has not yet had its first Ofsted visit but following the first visit the report will be available from the Ofsted website and/or a report can be provided on request</p> <p>The Appraisal policy has been drawn up in conjunction with Tyne Coast Academy Trust academies procedures which have been adopted by the governing body</p>		
<p>How Do We Make Decisions?</p> <p>Decisions are made through various teams within the school: Leadership and Management, Key Stage Staff Meetings, Directors etc. Minutes are retained and available for reference</p>	<p>Contact school office for information regarding decisions: 0191 917 9888</p>	<p>Free</p>
<p>The governors have developed an admissions policy which is available from the school office and is on the school website.</p>	<p>Website Contact school office for paper copy: 0191 917 9888</p>	<p>5p per copy</p>
<p>Agendas of the full governing body, together with its committees are available from the Academy Trust, as are minutes of meetings – excluding information that is properly regarded as private to the meetings.</p>	<p>Contact school office for paper copy: 0191 917 9888</p>	<p>5p per copy</p>
<p>What are our policies and procedures?</p> <p>The school adopts all statutory policies which are either drafted by the school or adopted from the Tyne Coast Academy Trust. All statutory policies are accessible via the website.</p>	<p>Contact school office with enquiries 0191 917 9888</p>	<p>Free</p>
<p>The following school policies are available via the website or the main school office:</p> <ul style="list-style-type: none"> Acceptable Use Administration of Medication Admissions Anti-bullying Attendance Behaviour for Learning CCTV Charging and Remissions Child Protection Closure 	<p>Website Hard copy</p>	<p>Free 5p per copy</p>

North East Futures UTC – Freedom of Information Publication Scheme

<p>Complaints procedure Curriculum EAL Educational Visits and Placements Equality E-safety Exclusions First aid Health and Safety Lockdown Pastoral Peer on Peer abuse Privacy Notice Provider Access PSHE Records Management Sex and Relationships SMSC Special Educational Needs Teaching and Learning Work Experience</p>	<p>Available from the main school office on request 0191 917 9888</p>	<p>5p per copy</p>
<p>Lists & Registers ICT asset register/inventory</p>	<p>Available for inspection contact main school office 0191 917 9888</p>	<p>Free</p>
<p>The services we offer The school provides a breakfast club from 08.30 until 09.00. School publications include a prospectus, regular newsletter, social media posts, press releases, partners brochure The school can signpost parents to other outside agencies We offer a range of after enrichment clubs</p>	<p>Contact the school office 0191 917 9888</p>	<p>Free</p>

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure. This includes information protected by the Data Protection Act and the General Data Protection Regulations.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

North East Futures UTC – Freedom of Information Publication Scheme

Requests for information

Information that is not published under the scheme can be requested in writing from the UTC's Information Governance Officer - details below. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Charges

Information, in most cases, can be downloaded from the website free of charge. A charge may be made for services to cover administrative costs such as photocopying and postage. See published Schedule of Charges.

The UTC reserves the right to charge for large/complicated requests for information that reaches the chargeable condition threshold of £450.00, but an estimate will be provided at the time providing the option of continuing with the request or withdrawing or reducing such a request.

Relevant Policies

- Information Strategy
- Records Management Policy
- Retention Policy

Relevant Links

Information Commissioner's Office – www.ico.org.uk

Contacts

For further information please contact the UTC's Information Governance Officer at the following address:

North East Futures UTC
Stephenson Square
Stephenson Quarter
Newcastle upon Tyne
NE1 3AS

Or by telephone on: (0191) 917 9888 or by emailing: info@nefuturesutc.co.uk