





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.

Reviewed by:	Local Governing Body
Frequency of policy review:	Three Years
Lead Sub Committee for discussion:	LGB
Last Reviewed:	November 2023
By Dan Sydes	
Ratified by Board of Trustees on:	15 November 2023
By Derek Marshall	
Next Review Date:	November 2026

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.

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- 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>	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>
<p>Instrument of governance are available on request</p>	<p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>
<p>Local Governing Board membership</p>	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>
<p>Our school prospectus gives further information about our school values, specialisms and courses available as well as information concerning</p>	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>

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administration, session times and contact information and enrolment procedures.	Contact UTC by telephone to request information - +44 191 9179888	
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.	UTC Website - www.nefuturesutc.co.uk Contact UTC by telephone to request a paper copy- +44 191 9179888	Free online 5p per page for hard copy
Term dates	UTC Website - www.nefuturesutc.co.uk Contact UTC by telephone to request a paper copy- +44 191 9179888	Free online 5p per page for hard copy

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<p>What Do We Spend and How?</p> <p>Both historical and current School budgets are available.</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 is approved by Trustees of Tyne Coast Academy Trust.</p> <p>Monitoring of how 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 Self-Evaluation which can be discussed on request</p>	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>
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<p>The UTC OFSTED inspection is available online and there is a link on the UTC website</p> <p>The Appraisal Policy is approved by Trustees of Tyne Coast Academy Trust</p>	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>
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<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>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard 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>TCAT Website - https://www.tynecoastacademytrust.co.uk/</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard 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>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>
<p>All of the following school policies:</p> <ul style="list-style-type: none"> Acceptable Use (found in UTC Handbook) Accessibility Plan Administration of Medication Admissions Anti-bullying Attendance Behaviour for Learning Careers CCTV Charging and Remissions Child Protection Children with Health Needs Closure 	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>

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<p>Complaints procedure (TCAT central Policy with link on UTC website)</p> <p>Curriculum</p> <p>EAL</p> <p>Educational Visits and Placements</p> <p>Equality</p> <p>E-safety</p> <p>Examinations</p> <p>Exclusions</p> <p>Fire Management</p> <p>First aid</p> <p>Health and Safety</p> <p>LAC</p> <p>Lockdown</p> <p>Mental Health</p> <p>Pastoral</p> <p>Provider Access</p> <p>Provider Access</p> <p>PSHE</p> <p>Risk Assessment</p> <p>Sex and Relationships</p> <p>SMSC</p> <p>SEND</p> <p>Supervision</p> <p>Supporting Students with Medical Conditions</p> <p>Teaching, Learning and Assessment</p> <p>Visitor</p> <p>Weapons</p> <p>Work Experience</p>		
<p>Lists & Registers</p> <p>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</p> <p>The school provides a breakfast club from 08.40 until 09.00.</p> <p>School publications include a prospectus, regular newsletter, social media posts, press releases, partners brochure</p> <p>The school can signpost parents to other outside agencies</p> <p>We offer a range of after enrichment clubs</p>	<p>UTC Website - www.nefuturesutc.co.uk</p> <p>Contact UTC by telephone to request a paper copy- +44 191 9179888</p>	<p>Free online</p> <p>5p per page for hard copy</p>

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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.

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 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: +44 191 9179888 or by emailing: info@nef.tynecoast.academy

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Version Control

Version	Reviewer(s)	Details of significant changes
2	Dan Sydes	<ul style="list-style-type: none">• Changed reference to OFSTED• Clarified that Acceptable Use Agreement is in the Handbook not a separate document• Updated Policy list