

Heathrow Aviation Engineering UTC

Publication Scheme on information available under the Freedom of Information Act 2000

Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information, which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Aim

Heathrow Aviation Engineering UTC (UTC) aims to lay the foundations for the academic, moral and physical development of each student, resulting in a happy, well-balanced individual who is able to take an active part in the society in which he/she lives.

To this end the UTC aims to:

- help our students to develop self-motivation and independence with an increasing degree of co-operation and self-esteem
- ensure all students have full and equal access to a broad and balanced curriculum of quality teaching and learning opportunities, taught through a creative and cross curricular approach
- raise the achievement of all students, enabling them to reach their full potential
- provide all our students with a safe, caring and stimulating environment
- help our students learn the important qualities of courtesy, respect for others, regardless of race, creed or culture, and care for the environment

- establish and develop links with the local environment and the wider world

The UTC aims to enhance the participation of all community members who contribute towards the students learning.

To this end the UTC aims to:

- provide a supportive environment in which employees are able to fulfil their role effectively with opportunities for personal and professional development.
- promote and strengthen the bonds between home and UTC, believing that the students' needs are best served by close co-operation between employees, parents/guardians and student.
- develop strong partnerships with other educational establishments, both at home and abroad.

This publication scheme is a means of showing how we are pursuing these aims.

Categories of information published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'.

The classes of information that we undertake to make available are organised into four broad topic areas:

- UTC Prospectus – information published in the UTC prospectus.
- Board of Governors' Documents – information published in the Board of Governors documents.
- Students & Curriculum – information about policies that relate to students and the UTC curriculum.
- UTC Policies and other information related to the UTC- information about policies that relate to the UTC in general.

How to request information

If you require a paper version of any of the documents within the scheme, please contact the UTC by telephone, email or letter.

Contact details are set out below or you can visit our website at:

www.heathrow-utc.org

Email: **info@heathrow-utc.org**

Tel: **1923 825884**

Contact Address: Heathrow Aviation Engineering UTC
Potter Street,
Northwood, Middlesex
HA6 1QG

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”**

If the information you’re looking for isn’t available via the scheme and isn’t on our website, you can still contact the UTC to ask if we have it.

Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Classes of Information Currently Published

UTC Prospectus – this section sets out information published in the UTC prospectus.

Class	Description
UTC Prospectus **	<p>The statutory contents of the UTC prospectus are as follows, (other items may be included in the prospectus at the UTC’s discretion):</p> <ul style="list-style-type: none"> • the name, address and telephone number of the UTC, and the type of school • the names of the principal and chair of governors • information on the UTC policy on admissions • a statement of the UTC's ethos and values • details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils • information about the UTC's policy on providing for students with special educational needs • number of students on roll and rates of students’ authorised and unauthorised absences • National Curriculum assessment results for appropriate Key Stages, with national summary figures • the arrangements for visits to the UTC by prospective parents/guardians

Information relating to the Board of Governors– this section sets out information published in the Board of Governors documents.

Class	Description
Instrument of Government	<ul style="list-style-type: none"> • The name of the school • The category of the school • The name of the governing body • The manner in which the governing body is constituted • The term of office of each category of governor if less than 4 years • The name of any one entitled to appoint any category of governor • Details of any trust • If the school has a religious character, a description of the ethos • The date the instrument takes effect
Minutes ¹ of meeting of the Board of Governors and its committees	Agreed minutes of meetings of the Board of Governors and its committees [<i>current and last full academic year</i>]

Student & Curriculum Policies - This section gives access to information about policies that relate to students and the UTC curriculum.

Class	Description
Home – UTC agreement	Statement of the UTC's aims and values, the UTC's responsibilities, the parental responsibilities and the UTC's expectations of its students.
Curriculum Policy	Statement giving details of the UTC Curriculum.
Sex and Relationships Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy**	Information about the UTC's policy on providing for students with special educational needs
Accessibility Plans	Plan for increasing participation of disabled students in the UTC's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled students.
Equality Policy	Statement of policy for promoting equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy**	Statement of policy for safeguarding and promoting welfare of students at the UTC.
Behaviour for Learning Policy**	Statement of general principles on behaviour and discipline and of measures taken by the Principal to ensure positive behaviour.

¹ Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

UTC Policies and other information related to the UTC

This section gives access to information about policies that relate to the UTC in general.

Class	Description
Published reports of Ofsted referring expressly to the UTC**	Published report of the last inspection of the UTC and the summary of the report Summary – Free Full report - £2
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate an action plan.
Charging and Remissions Policies**	A statement of the UTC's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example UTC publications, music tuition, trips
UTC session times and term dates**	Details of UTC session and dates of UTC terms and holidays **
Health and Safety Policy and risk assessment**	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure**	Statement of procedures for dealing with complaints
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of UTC employees and procedures by which employees may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education to the Principal or Board of Governors relating to the curriculum

** Information available on our website

Our website is at: www.heathrow-utc.org

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to:

Heathrow Aviation Engineering UTC

**Potter Street,
Northwood
Middlesex
HA6 1QG**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted by telephone at: 0303 123 1113 or via the website <http://www.ico.org.uk/>

Monitoring and Evaluation

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Publication Scheme at specified intervals.

Date created: June 2014
Date agreed: 9th July 2014
Date of Review: 31st July 2015