

FREEDOM OF INFORMATION PUBLICATION SCHEME

OVERVIEW

One of the obligations for public bodies under the Freedom of Information Act 2000 is that they produce and maintain a publication scheme. This is essentially a guide to the information they routinely make available to the public in hard copy or in electronic format. The purpose of the scheme is to help the public understand what publicly funded bodies do and how they do it.

Bolton College has adopted the model publication scheme approved by the Information Commissioner's Office. It is publicly available on the College website and also in hard copy format (on request). By following the model, it should mean that our scheme has a similar format to the scheme produced by other education institutions and this should make it easier for users to find information about the College and to compare information across the sector. The scheme should also act as a useful reference tool for College staff to find out more about the College.

REQUESTS FOR INFORMATION

The information in the scheme can be provided in either electronic and/or hardcopy. Anyone requiring access to a hard copy of the publication can contact the Clerk to the Board. Most information can be provided free of charge, but there may be a fee for some hardcopy information and if this is the case you will be notified in advance. The public have the right to request information held by the College that has not already been made available through the publication scheme. Requests must be made in writing and, in general, the College will have 20 working days to respond. The applicant has the right to be told whether or not the College has the information being sought and to have such information communicated to them.

A request for information may be refused if an exemption exists. There are 23 exemptions in the Freedom of Information Act and include personal information, information that may endanger the physical or mental health of personal security of an individual and information that intended for future publication. The College may also refuse to disclose information for the following reasons: when a requester, following assistance, does not provide enough of a description of the information required to allow that information to be identified or when requests are vexatious or repeated. For further information about Freedom of Information (including a full list of exemptions) please see the Information Commissioners' website <https://www.ico.org.uk>

WHO WE ARE AND WHAT WE DO

[About the College](#)

[Location](#)

[Bolton College Community Learning Centres](#)

[Governance Structure of the College](#)

WHAT WE SPEND AND HOW WE SPEND IT

[Financial Statements](#)

[Financial Regulations \(restricted access\)](#)

WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

[Strategic Plan](#)

[Ofsted Report](#)

[Department for Education Performance Tables](#)

HOW WE MAKE DECISIONS

[Staff and Learner Views](#)

[Board of Governors and Committees](#)

OUR POLICIES AND PROCEDURES

We have a range of key policies and procedures in place which are designed to promote a positive and comfortable learning and working environment for everyone. They are also there to ensure that students, staff and visitors to Bolton College remain safe at all times.

You can download a number of our policies by simply clicking on the titles below. Further policies, including our Bullying & Harassment and Health & Safety policies, are available on request.

[Key Policies](#)

[Higher Education and Higher Level Policies and Procedures](#)

THE SERVICES WE OFFER

[Bolton College Education Provision](#)

[Full time Study Programmes for 16-18 years](#)

[T Levels](#)

[Apprenticeships](#)

[Adult Learning](#)

[Higher Education and Higher Level Courses](#)

[Working with Employers](#)

[Student Support](#)

[Latest News](#)

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[The Academy – Hair and Beauty Salon](#)