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
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
Signature Restaurant
The Academy – Hair and Beauty Salon