



## Freedom of Information Act Publication Scheme

### Document creation, approval and review

<b>Document</b>	Freedom of Information Publication Scheme
<b>Document number</b>	BTCT
<b>Created by</b>	Steve Redman
<b>Date ratified by the Audit Committee</b>	19 <sup>th</sup> June 2025
<b>New review date</b>	March 2027
<b>Person responsible for Review</b>	DPO
<b>To be published on BTCT website?</b>	Yes

Signature of Andy Berry On behalf of sponsor		Date 19 <sup>th</sup> June 2025
Signature of Peter Elliott On behalf of Bridgwater & Taunton College Trust		19 <sup>th</sup> June 2025

Review by Audit Committee Approval Date	19 <sup>th</sup> June 2025
Policy Renewal Date	March 2027

## Introduction

This document has been produced as a requirement of the Information Commissioner's Office (ICO) and introduces a Model Publication Scheme in response to Section 19 of the Freedom of Information Act 2000.

The Model Publication Scheme provided by the ICO for schools and academies has been adopted by the ***Bridgwater & Taunton College Trust with effect from April 2016.***

The Model Publication Scheme provides a list of the information routinely published by academies which the ICO expects them to make available unless:

- They do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exceptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible, or, it would be impractical or resource-intensive to prepare the material for routine release.

## Guide to the Information Available from the Federation under the Publication Scheme

The table at Annex 1 details the information routinely published. Next to each category of information we have indicated the manner in which the information described will be available.

For items not routinely available the Academies will usually make a charge. This will be calculated on direct labour costs based on the time spent in researching and collecting the information which will be charged at a flat rate of £25 an hour, regardless of the actual costs per hour, and these costs will be charged if applicable.

There is no obligation to disclose information if the total cost calculated in this fashion exceeds £450. We will also charge ten pence plus VAT per photocopy or scanned document and/or the direct cost of putting the information into other requested formats, plus postage if applicable. In certain circumstances the Federation may waive the fee at its absolute discretion.

Confirmation of any payment due will be given prior to the information being provided. Payment will generally be requested prior to the provision of the requested information.

## Written Requests

Information held by the Academies/BCT that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. Please mark all such requests clearly with the words Freedom of Information Request.

### Please address queries to:

Data Protection Officer  
Bridgwater & Taunton College Trust  
Parkway  
Bridgwater  
Somerset

Or by email to [dataprotection@btc-trust.org](mailto:dataprotection@btc-trust.org)

**Annex 1: GUIDE TO INFORMATION AVAILABLE FROM BTCT UNDER THE PUBLICATION SCHEME**

Information to be published	How the information can be obtained (eg hard copy, website)
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	BTCT website
Who's who in the organisation	BTCT website
Contact details for the organisation	BTCT website
Staffing structure	Academy websites
<p><b>Class 2 – What we spend and how we spend it</b></p>	
BTCT Annual Report and Accounts for the previous financial year	BTCT website and hard copy
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
BTCT Aims, Vision and Strategy	BTCT website and hard copy
Ofsted Reports	Academy websites and hard copy
Examination Performance	Academy websites and hard copy
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>	
Minutes of the BTCT Board of Directors	BTCT website and hard copy

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Safeguarding (Child Protection) Policy	Academy websites and hard copy
Health and safety policy	Academy websites and hard copy
Complaints procedure	Academy websites and hard copy
Data Protection policy	BTCT website and hard copy
Freedom of Information policy	BTCT website and hard copy
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
BTCT Statutory Books	Hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Academies and Schools	Academy websites