

**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000 SECTION 51 MANUAL
FOR ST ANDREW'S SCHOOL FOR GIRLS NPC**

Reg no: 1923/007507/08

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1. INTRODUCTION TO ST ANDREW'S SCHOOL FOR GIRLS (NOT PROFIT COMPANY)

The business commenced in 1902 under St Andrew's School. The company provides affordable quality private education.

2. INFORMATION IN TERMS OF SECTION 51

a. Contact details [Section 51(1)(a)]

The directors of the company have authorised Ivanka Acquisto to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

Postal address: Private Bag X79001, Senderwood, 2145
Street address: St Andrews Ave, Senderwood, 2008
Phone number: +27 11 453 9408
Email address: head@standrews.co.za

b. The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission - PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300

Fax: +27 11 484-7146

Website: www.sahrc.org.za

c. Categories of records which are available without a person having to request access in terms of the Act in terms of section 52(2) [Section 51(1)(c)]

No notice of such records has been made to the Minister.

d. Records available in terms of any other legislation [Section 51(1)(d)]

Records are kept in accordance with the following legislation:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 71 of 2008
- Companies Amendment Act No 3 of 2011
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Income Tax Act No. 95 of 1967
- National Norms and Standards For School Funding were published in Government Notice No.890, Government Gazette No. 29179 of 31 August 2006
- Promotion of Access of Information Act No 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- South African Schools Act 84 of 1996
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001

e. Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

i. Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]

Administration:

Company registers
Minutes of meetings
Minutes of parents meetings
Articles of Association and Memorandum
NPO certificate
Safety certificate
Fire certificate
Correspondence

Human Resources:

Employment contracts
Remuneration records and policies
CVs
SACE certificates

Operations:

School constitution
Application forms
Lease agreements
School Assessment Team documentation
Term plan
Attendance registers
School reports
Acceptable Conduct Policy
Acceptable Use of Electronic Communications Devices Policy
Boarders Policy
Bullying Policy
Drug Alcohol and Substance Abuse Procedure
Financial and Legal Policy
Grievance Procedure for Parents and Staff Members
Information and Communications Technology Security Policy
Interaction between Parents and St Andrew's Staff Policy
Lightning Procedure
OHSACT Policy
Protection of Personal Information Policy
Smoke-free School Environment and Workplace Policy
Social Media Policy
Tour Policy
Transformation and Diversity Policy

Finances:

Annual Financial statements
Vouchers and bank statements

ii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

f. Other information as may be prescribed [Section 51(1)(f)]

Not applicable.

g. Availability of the manual [Section 51(3)]

This manual is available from the South African Human Rights Commission (see details above), St Andrew's School for Girls(see details above), and in electronic format at <https://www.standrews.co.za>

3. Prescribed form for access to records

Request for access to information from the governing body foundation
(Section 18 (1) of the Promotion of Access to Information Act, 2000) (regulation 6)

FOR OFFICE USE ONLY		
Reference number: _____	Request received by: _____	on (date) _____
Request fee (if any): _____	Deposit (if any): _____	Access Fee _____
Signature of information officer: _____		

Particulars of the person to whom this request must be sent:

The information officer at any of the addresses in the PAIA manual

Particulars of person requesting access to information:

Full names and surname: _____

Identity number: _____

E-mail address: _____

Fax number: _____

Telephone number: _____

Postal address: _____

Request on behalf of another person:

If the request is made in behalf of another person please indicate the capacity in which you are making this request:

If this request is being made on behalf on the other person please complete the following details:

Full names and surname: _____

Identity number: _____

E-mail address: _____

Fax number: _____

Telephone number: _____

Postal address: _____

Particulars of request

Please provide full particulars of the information to which access is requested, including a reference number, date or some other identifying aspect, so as to enable the record to be located. (If the space provided is inadequate, please attach a separate page to this form.)

Description of information

Format

Please note that information can be provided only in one of the following formats: please indicate in which format you would like it forwarded to you:

- Printed copy
- E-mailed copy
- Faxed copy (only if 5 pages or less.)

Please note further that the foundation's records are at this stage all stored only in english.

Notice of decision

You will be notified per e-mail whether your request has been approved or not. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

- Per fax, at number _____
- Per post to: _____

Signatures

Signature of requester:

Signature of person on whose behalf request was made (if applicable):

Date submitted:

4. Prescribed Fees

The following applies to requests (other than personal requests:)

- a. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- b. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted)
- c. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- d. Records may be withheld until the fees have been paid.
- e. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at <http://www.doj.gov.za/>