



MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FOR SOUTHDOWN'S COLLEGE

OVERVIEW

Southdowns College is a combined independent co-educational school providing education services to learners in the Centurion area from the ages of three to eighteen. The College was established in January 2007 with 64 learners from grades 000 to 6. The School will eventually cater for approximately 1300 learners from grades 000 to 12

The College is in the process of registering with the Gauteng Department of Education and has registered with the Independent Schools Association of Southern Africa (ISASA)

PART I: Section 51(1)(a)

Name: Southdowns College
Physical Address: John Vorster Ave
Irene
Postal Address: Suite 30, Private Bag X30
Highveld Park
0067
Head of Body: Mr Barend van Graan (Board Chairman)
Members: Mr Jack Prentice (CEO Centurus Colleges)
Mr Chris Lee (Operations Manager)
Mrs Maartie Bleeker (Parents Rep)
Mr Stuart Boyd (Parents Rep)
Mr J Kriek
Mr Vernon Rorich (Senior Headmaster)
Mr Dean Marsh (Preparatory Headmaster)
Mrs Helen Erasmus (Pre-Preparatory Head)

Telephone: 0126651097
FAX: 0126651099
Email: admin@southdownscollege.co.za

PART II: Section 51(1)(b)

To gain access to the Human Rights Commission's guide to the Act:

- Browse using an Internet browser to <http://www.sahrc.org.za>; or
- E-mail: PAIA@sahrc.org.za; or
- Alternatively, call the Human Rights Advice Line on: 086-012-0120

PART III: Section 51(1)(c)

- At this stage no Notice(s) has/ have been published
- Southdowns College places relevant policy documents, application forms and details of tuition fees on its website. Such documents are updated on a regular basis.

PART IV: Section 51(1)(d)

Records are kept in accordance with such other legislation as is applicable to Southdowns College, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Pensions Fund Act No. 24 of 1956
- Regional Services Council Act No. 109 of 1985

PART V: Section 51(1)(e)

The majority of this information is not for public disclosure, but availability will be determined upon written request:

- Employment contracts: Availability to be determined upon receipt of request

- Domain Name Registration: Availability to be determined upon receipt of request
- School Registration: Availability to be determined upon receipt of request
- Agreements with Suppliers: Availability to be determined upon receipt of request
- Data Base of Pupils & Parents: Availability to be determined upon receipt of request
- Website Information: Freely available at www.southdownscollege.co.za
- Annual Financial Statements: Availability to be determined upon receipt of request
- Trust Deed & Constitution: Freely available at www.southdownscollege.co.za
- Minutes of all Trust, Council, Executive and Sub-Committee Meetings: Availability to be determined upon receipt of request
- Parents' Association Constitution: Availability to be determined upon receipt of request
- School Policy Documents: Freely available at www.southdownscollege.co.za
- Names of Trustees & Council Members: Freely available at www.southdownscollege.co.za
- Admission/Application Forms: Freely available from the Admissions Secretary
- School Fees: Freely available at www.southdownscollege.co.za
- or on request from the Admissions Secretary
- Licences: Availability to be determined upon receipt of request

Southdowns College undertakes the following regular communication:

- Termly Report Back Meetings to parents
- Termly Senior Headmaster's Report placed on the website
- Monthly newsletters to Parents (distributed electronically & placed on the website)
- E-mails and SMS messages to parents concerning a variety of topics, such as Information Evenings, Academic Meetings, Matric Results etc.

The Southdowns College Website:

- The website is accessible at www.southdownscollege.co.za and contains categories of information relating to each of the five phases that make up Southdowns College

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 and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, 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) and (e)].
- The requester must identify the right that is sought to be exercised or 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 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 in Respect of Requests for Information & Fees in Respect of Private Bodies

1. The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1, 10 for every photocopy of an A4 size or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:
 - (a) For every photocopy of an A4-sized page or part thereof R1, 10
 - (b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R0, 75
 - (c) For a copy in a computer-readable form on
 - (i) Stiffy Disk R7,50
 - (ii) Compact Disk R70,00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00
4. The access fees payable by a requester referred to in regulation 11(3) are as follows:
 - 4.1 (a) For every photocopy of an A4-sized page or part thereof R1,10

(b) For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R0,75

(c) For a copy in a computer-readable form on

(i) Stiffy Disk R7,50

(ii) Compact Disk R70,00

(d) For a copy of visual images, for an A4-sized page or part thereof R60,00

(e) To search for and prepare the record for disclosure, for each hour or part of an hour R30,00

4.2 For purposes of section 54(2) of the Act, the following applies:

(a) Six hours as the hours to be exceeded before a deposit is payable; and

(b) One third of the access fee is payable as a deposit by the requester.

4.3 The actual postage is payable when a copy of a record must be posted to a requester

PART VI: Section 51(1)(f)

The Minister of Justice & Constitutional Development has not made any regulations in this regard.

PART VII: Section 51(3) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Availability of Manual:

- This manual is available for inspection by the general public upon request, during office hours (08:30-16:30, Mondays to Fridays) and free of charge, at the Rector's Office, Southdowns College.
- Copies may also be requested from the South African Human Rights Commission.
- The manual is also published on the Southdowns College website (www.southdownscollege.co.za)

Form for Application of Information:

Request for access to records of a private body: the application form attached to this policy, may be downloaded from the Southdowns College website (www.southdownscollege.co.za).

**ADOPTED & APPROVED BY THE COLLEGE EXECUTIVE: 19 SEPTEMBER 2007
UPDATED (NAMES OF HEADS & TRUSTEES):24 APRIL 2009**

APPLICATION FORM

**REQUEST FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT NO.2 OF 2000 FROM
THE SCHOOLS OF SOUTHDOWNS COLLEGE**

APPLICANT'S DETAILS

Name:

Organisation / Company

Making the request:

Tel (w): Tel (h): Tel (c):

Postal Address:

Physical Address:

E-mail Address:

INFORMATION REQUESTED

Details of the information requested:

Which form of access is required? Electronic/

E-mail: Printed copy to postal
address:

Faxed

copy:

For what purpose is this information required? (Please provide full details)

Is this request being made on behalf of another party?

If "YES", please submit proof of the capacity in which you are making the
request.

NO

YES

Date(s) and time(s) required (period usage to be stated):

DECLARATION:

1. I confirm that all the particulars that I may furnish or that have been furnished on this form shall, to the best of my knowledge and belief, be full, true and accurate.
2. I undertake to advise the College in writing of any changes to the details included herein.
3. I, do hereby declare that I have read, understood and agree to abide by the Southdowns College Manual,

"MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION

ACT NO2 OF 2000". I undertake to abide by the regulations and rules laid down in this manual.

4. I undertake to pay the fees for the requested information, as laid down in the above-mentioned manual.

Signed (applicant): Date:

APPROVAL: Signed (on behalf of Southdowns College): Date: Fee: