



Kyalami Schools NPC

Unit 1, Beaulieu Office Park, Cnr Papenfus & Stallion Roads, Beaulieu Estate

P O Box 31065, Kyalami. 1684

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www.kyalamischools.org

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 FOR KYLAMI SCHOOLS NPC

Registration Number: 1995/009710/08

Overview

Kyalami Schools (NPC) was established in October 2011 to incorporate three campuses; Beaulieu Preparatory School, Kyalami Preparatory School and Beaulieu College.

Section 51(1)(a)

Business Name: Kyalami Schools NPC.

Physical Address: Unit 1, Beaulieu Office Park, Cnr Papenfus & Stallion Roads, Beaulieu Estate

Postal Address: PO Box 31065, Kyalami. 1684

Directors: Dr. H Chikwanda (Chair), Mr A. Delpont, Mr A. Sheard, Mr A. Meerburg.

Contact Person(s):

Dr H. Chikwanda - Chairperson of the Board of Directors

Mr G. Botha - CEO Kyalami Schools (NPC)

Mrs Noële Hillen - Headmistress Beaulieu Preparatory School,

Mr David Hala, Headmaster Kyalami Preparatory School

Mrs Danielle Meikle, Headmistress Beaulieu College.

Telephone Number: +27 010 591 5004

Fax Number: +27 086 6066 390

E-mail address: info@kyalamischools.org

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>, e-mail: PAIA@sahrc.org.za.

Alternatively, call the Human Rights Advice Line on: 086-012-0120

Section 51(1) (c)

At this stage no Notice(s) has/have been published

Section 51(1) (d)

Records are kept in accordance with such other legislation as is applicable to Kyalami Schools (NPC) and its entities, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- The Companies Act No. 61 of 1973
- Basic Conditions of Employment Act No.75 of 1997
- Compensation of Occupational Injuries & Diseases Act No. 130 of 1993
- Consumer Protection Act
- Copyright Act no. 98 of 1978
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Intellectual Property Laws Amendment Act no 38 of 1997
- 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

Directors: Dr. H. Chikwanda (Chair), Mr A. Delpont, Mr A. Sheard, Mr A. Meerburg

Mr G. Botha (CEO) Ex-officio

Co. Reg.: 1995/009710/08

Kyalami Schools incorporates:

Beaulieu Preparatory School, Kyalami Preparatory School and Beaulieu College



ISASA



SAHISA
Southern African Heads of Independent Schools Association

- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Unemployment Contributions Act No. 4 of 2002
- Regional Services Council Act No. 109 of 1985

Section 51(1)(e)

- 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 <http://kyalamischools.org>
- Annual Financial Statements: Availability to be determined upon receipt of request
- Memorandum and Articles of Association: Availability to be determined upon receipt of request
- Parent Teachers' Forum Constitution: Availability to be determined upon receipt of request
- School Policy Documents: Availability to be determined upon receipt of request
- School Fees: Availability to be determined upon receipt of request
- Licences: Availability to be determined upon receipt of request
- Minutes of Board of Governors and Schools Council and Management meetings.
- Minutes of Parents' Teachers' Forum.
- Minutes of Executive Committee Meetings.
- Minutes of Think Tank Committee Meetings
- Minutes of Strategic Planning Committee Meetings
- Minutes of Head of Department Meetings
- Minutes of Colours Committee
- Minutes of Building and Grounds Meetings
- Occupational Health and Safety documented findings
- Pupil and Staff records
- Reports
- Minutes of all Board of Directors, Management, and sub-committee meetings
- Details of Members of Board of Directors

Section 51(1)(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) stiffer 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:
 - (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.

(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.

(3) The actual postage is payable when a copy of a record must be posted to a requester Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) Form for Application of Information.

The forms prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the “regulations” section. Any application must be in writing and must include at least the following –

- (a) Sufficient particulars to enable the head of the college to identify the record or records requested as well as the requester.
- (b) Indication of which form of access is required.
- (c) A specific postal address or fax number of the requester in the Republic.
- (d) An explanation by the requester of why the requested record is required and for the exercise or protection of that right.
- (e) In addition to a written reply, if the requester wishes to be informed of the decision on the request in any other manner, the state of the manner and the necessary particulars are to be advised.
- (f) Proof of the capacity in which the requester is making the request must be submitted, if in the case of the request being made on behalf of a person, and this is to be to the reasonable satisfaction of the head.

Communications

Correspondence between persons within and without Kyalami Schools (NPC). The availability of the following is to be determined upon receipt of the request:

- Head’s Newsletters/Blogs
- Notices to Parents
- Prospectus
- Other ad hoc communications

Website

Kyalami Schools' main website address is www.Kyalamischools.org and is accessible to anyone who has access to the internet. The website contains various categories of information relating to the entities.

Information is also available on the related URL's below:

Other Sources of Information

- School Libraries

- The prescribed hours to search and prepare the record for disclosure.

Part 6

(Other information as may be prescribed under section 51(1)(f) of the Act)

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

Part 7

(Availability of manual under section 51 (3))

This material is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Kyalami Schools (NPC). Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

Part 8

(Prescribed forms and fee structure in respect of private bodies)

The required forms and fee structure are available from the Government Gazette and at the website of the Department of Justice and Constitutional Development.

(Manual not available from website)