

THE KING'S SCHOOL LINBRO PARK



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

THE KING'S SCHOOL LINBRO PARK

Registered Educational Institution with the Gauteng Education Department - Reg. No. 151803

Overview

The King's School Linbro Park is an independent school founded in 1986. Our vision is to provide a Christ-centred environment that enables every child to access their full potential. The school operates under spiritual oversight provided by the leadership of London Road Church, Linbro Park. The King's School Linbro Park is co-educational and is open to learners of all denominations and cultural backgrounds. The school is registered as a Public Benefit Organisation.

Section 51(1)(a)

Name:	The King's School Linbro Park
Physical Address:	134 Ronald Road, Linbro Park, 2065.
Postal Address:	P.O.Box 134, Linbro Park, 2065
Trustees:	Mr V Granier, Mr G Morgan, Mr T Howcroft, Mr A Frow, Mr W van der Merwe, Mrs L Currin, Mr R Fuller, Mrs N Fuller.
Contact Person:	Mrs L Currin
Tel. No:	(011) 608-3260
Fax No.	(011) 608-4027
E-mail address:	kingsschool@kslp.org.za

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 The King's School Linbro Park, 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

Section 51(1)(e)

Records that may be requested are as follows:

- 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://www.kslp.org.za>
- Annual Financial Statements: Availability to be determined upon receipt of request
- Minutes of all Board, Management, Executive and sub-committee meetings: Availability to be determined upon receipt of request
- Parent Teachers' Association Constitution: Availability to be determined upon receipt of request
- School Policy Documents: Availability to be determined upon receipt of request
- Details of Trustees: 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

Section 51(1)(f)

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 principal of the school. This request must be made to the address, fax number or electronic mail address of the body concerned. Request forms are available from the administrative office of The King's School Linbro Park.
- The requester must provide sufficient detail on the request form to enable the principal of the school 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.
- 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.
- 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 principal of the school.

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, 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, A4-sized page or part thereof R60,00
 - (e) To search for and prepare the record for disclosure, R30 for each hour or part of an hour
 - (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