

EPWORTH

Independent High School for Girls
Co-educational Pre-Primary and Primary School

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

First Version February 2003

Updated August 2004

Updated December 2011

**EPWORTH SCHOOL
PRIVATE BAG X08
SCOTTSVILLE
3209**

A handwritten signature in black ink, appearing to read 'E. Klug', is located in the bottom right corner of the page.

Company Overview:

Epworth School is an Independent School in Pietermaritzburg catering for children from Pre-school to Grade 12.

Vision and Mission:

EPWORTH SCHOOL

MISSION STATEMENT

Founded in 1898:

Epworth is a Christian school with a Methodist ethos where children from all faiths are welcomed.

We take pride in our cultural diversity and promote respect for all fellow citizens.

We provide Pre-primary, Primary and Secondary education which is innovative and relevant.

We prepare pupils to take their place in an ever-changing world as well-integrated, confident, independent individuals, who are enabled to realise their full potential.

We provide a nurturing, enriching environment where we foster and honour our values of:

Personal integrity

Fellowship and service to others

Respect for the social and natural environment

Pursuit of excellence through self-discipline

Faith, compassion and courage.



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PART I

Trading Name: **Epworth School Trust**
Trust Registration **4252 / 83**
Physical Address: **95 Golf Rd, Scottsville, Pietermaritzburg, 3201**
Postal Address: **P Bag X08, Scottsville, 3209**
Head of the School: **Requests for information can be directed to the following designated Information Officers:**
The Principal of the Primary School : Reynard White
The Principal of the High School : Liz Klug
The Financial Manager : Sandy Benkenstein.
Telephone Number: **033 – 846 2500**
Fax No: **033 – 086 538 8256**
E-mail: **lklug@epworth.co.za**

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PART II

A guide on how to use this Act has been compiled by the Human Rights Commission in terms of Section 10 of the Act. Any queries should be directed to:

The South African Human Rights Commission
PAIA Unit,
The Research and Documentation Department
P Bag 2700
Houghton
2041
Tel: +27 11 877 3600
Website: www.sahrc.org.za
E-mail: info@sahrc.co.za

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PART III

Freely available information for which a written formal request does not need to be submitted:

- ❖ Fees
- ❖ Prospectus
- ❖ Brochures
- ❖ School magazine
- ❖ Website:

Epworth School's website address is www.epworth.co.za and is accessible to anyone who has access to the internet. The website contains various categories of information relating to the school.

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PART IV

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

Companies Act 61 of 1973
Income Tax Act 58 of 1962
Unemployment Insurance Act 63 of 2001
Value Added Tax Act 89 of 1991
Compensation for Occupational Injuries and Diseases Act 130 of 1993
Occupational Health and Safety Act 85 of 1993
Labour Relations Act 66 of 1995
Basic Conditions of Employment Act 75 of 1997
Employment Equity Act 55 of 1998
Skills Development Levies Act 9 of 1999
South African Schools Act
Employment of Educators Act
South African Council of Educators Act

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PART V

A. Records that may be Requested

- i. Operational Information
Such information as is required for the day to day running of Epworth.
Registration with Umalusi and the DOE
Internal phone lists
Address lists
School policy documents

Directives

Newsletters
Contracts
Employee records
School rules
Class lists
Timetables
Staff handbooks
Boarder mistress handbooks
Board policy documents
Constitution of the Epworth Employment Equity and Training Forum
Equity Reports
Minutes of EEForum
SETA and training Reports
HIV AIDS policy
New pupil handbooks
Testimonials
Reports
Minutes of Parent-Teacher Association Meetings



- Development fund reports
 - Trust deed
 - Constitutions of Parents Associations and Development Fund Committee
 - Codes of Conduct and disciplinary procedure
 - Grievance Procedure
 - Financial statements and records
 - Tax, Paye, Skills, UIF, WCA and Vat records
 - Parent Information
 - Pupil files
 - Employee records
 - Doubtful debtors
- ii. Communications
Correspondence between persons within and without Epworth School
- iii. Other sources of Information:
Epworthians – past pupils association – archives.

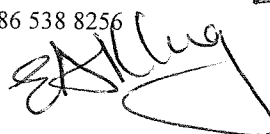
B. The Request Procedures

i. Form of request

- * The requester must use the prescribed form C (attached) 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 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 of 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 Heads or designated Information Officers for each section of Epworth School.

ii. 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 fee:



- The head of the private body must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing of 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 of 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 reproduction and for search and preparation for the prescribed hours to search and prepare the record for disclosure [s 54(6)]

Fees for reproduction, search and preparation of records payable to Epworth School (details of prescribed fees are available on the SAHRC website) :

- * Photocopies 60c per A4 page, R120 per A3 page
- Printed pages 40c per printed A4 page
- Stiffy disks R5.00 per disk
- Compact disks R40.00 per disk
- Actual Postage
- Search and Preparation:
For information less than a year old – Free
For information between 1 and 5 years old requiring archive searches – R100 per hour or part thereof
For information older than 5 years in age – R200 per hour or part thereof.

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PART VI

Any other information as may be prescribed by the Act under S 51 (1)(f). No such requirements exist to date.

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PART VII

The manual is available for inspection by the general public upon request, during office hours and free of charge at the offices of Epworth School. Copies may also be requested from the South African Human Rights Commission and the Government Gazette. This manual is also published on the website referred to above of Epworth School.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|--|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. |
| The requester must sign all the additional folios. | |

- 1 Description of record or relevant part of the record:
- 2 Reference number, if available:
- 3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
 (b) You will be *notified of* the amount required to be paid as the request fee.
 (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

Epworth School
December 2011

2. Explain why the record requested is required for the exercise or protection of the
aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

Epworth School
P Bag X08 Scottsville, 3209
lklug@epworth.co.za

Tel: 033 846 2500
Fax: 086 538 8256

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