

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

CONTENTS

A. Introduction

**B. Particulars in terms of section 51 of the Promotion of Access to
Information Act**

- 1. Contact details**
- 2. The section 10 Guide on how to use the Act**
- 3. Records available in terms of any other legislation**
- 4. Access to the records held by Saheti School**
 - i. Information readily available**
 - ii. Records that may be requested**
 - iii. The request procedures**
- 5. Other information as may be prescribed**
- 6. Availability of the manual**
- 7. Prescribed forms and fee structure**

A. INTRODUCTION:

SAHETI School is an independent, co-education school ranging from Pre-Primary to Grade 12. The school is run by a Board of Governors, and is registered as a Public Benefit Organisation.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details:

Name: SAHETI SCHOOL
Executive Head: Mrs A Krystallidis
Physical Address: Civin Drive, Senderwood, 2145
Postal Address: P O Box 79138, Senderwood, 2145

Contact Persons: Mrs A Krystallidis (Executive Head & High School)
Mrs S Zachariou (Primary School)
Mrs T Ohannessian (Pre-Primary & Playschool)

Telephone numbers: 0861 724 384
011 479 3700

Fax numbers: 011 453 3177
011 453-0338

E-mail address: admin@saheti.co.za

Board Members: Adv G Bizos, Mr V Kokkoris, Mr J Joannides,
Mr S Bylos, Prof D Bizos, Mr R George, Mr N Kokkoris, Ms
E Sideropoulos, Mr S Georgopoulos, Mr G Ttappous, Dr A
Stephanou, Mr A Christodoulou, Mr V Eleftheriades, Mr D
Koutakis, Mr M Rodokanakis, Mr J Zafiropoulos, Mr A
Katakuzinos, Mr T Lentzakis, Mr N Marle, Mrs D Branco,
Mr A Christoforou, Mr C Kolatsis, Mr V Glyptis

2. The Section 10 Guide on how to use the Act:

The guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. 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

E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation:

Records are kept in accordance with such legislation as is applicable to SAHETI School, 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
- 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
- Pension Fund Act No 24 of 1956
- Regional Services Council Act No 109 of 1985

4. Access to the records held by SAHETI School:

i) Information readily available:

- Website Information: at www.saheti.co.za

ii) Availability to be determined upon receipt of request:

- Domain Name Registration
- School registration with GDE
- Data Base of Pupils, Parents & staff
- School policy documents
- Licences
- Details of Board Members
- School Constitution
- Parent Teachers' Association Constitution
- Minutes of all Board and Executive meetings
- Annual Financial Statements
- Agreements with suppliers
- Employment contracts

iii) The request procedures:

- 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 School. This request must be made to the address, fax number or electronic mail address of the School.
- The requester must provide sufficient detail on the request form to enable the Head 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 Head of the school.

Fees:

- A requester who seeks access to a record containing personal information 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 school 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.
- The fee that the requester must pay is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the Head has made a decision on the request, the requester must be notified.
- 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.

5. Other information as may be prescribed:

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

6. Availability of the manual:

The manual is also available for inspection during office hours at the offices of SAHETI School free of charge. Copies are available from the SAHRC and on our website www.saheti.co.za

7. Prescribed forms and fee structure:

The forms and fee structure 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.