



## ST STITHIANS COLLEGE

### MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FOR THE SCHOOLS OF ST STITHIANS COLLEGE (TRUST NUMBER: IT466)

#### OVERVIEW

St Stithians College was founded in 1953 as a Methodist Church School. It is governed by the St Stithians College Endowment Fund (Trust Number: IT466) and is registered as a Public Benefit Organisation. St Stithians College was one of the first South African independent schools to become multi-racial. Although affiliated to the Methodist Church of Southern Africa (MCSA), St Stithians College welcomes learners and staff of all religious denominations into the College and follows an inclusive policy.

#### **PART I: Section 51(1)(a)**

Name: St Stithians College

Physical Address: 40 Peter Place, LYME PARK, Sandton

Postal Address: Private Bag 2, RANDBURG 2125

Trustees: Bishop Ivan Abrahams  
Mr Nick Dennis  
Mr Colin Smith  
Mr Johan Strauss  
Bishop Paul Verryn  
Mr D L Schroenn (By Invitation)

Contact Person(s): Mr Stephen Lowry (Rector)  
Mrs Ivanka Acquisto (Head: Girls' College)  
Mr Dave Knowles (Head: Boys' College)  
Mrs Celeste Gilardi (Head: Girls' Preparatory School)  
Mr Alistair Stewart (Head: Boys' Preparatory School)  
Mrs Melony Dace (Head: Junior-Preparatory School)

Tel. No: Mr Stephen Lowry 011-577-6000/ 6387 (Direct)

Mrs Ivanka Acquisto	011-577-6300
Mr Dave Knowles	011-577-6100
Mrs Celeste Gilardi	011-577-6300
Mr Alistair Stewart	011-577-6200
Mrs Melony Dace	011-577-6400/ 6103 (Direct)

Fax No:	Mr Stephen Lowry	011-577-6446/ 789-7519
	Mrs Ivanka Acquisto	011-577-6460/ 781-2987
	Mr Dave Knowles	011-577-6450/ 789-4665
	Mrs Celeste Gilardi	011-577-6480/ 781-2987
	Mr Alistair Stewart	011-577-6470/ 886-5720
	Mrs Melony Dace	011-577-6490/ 326-3326

E-mail address of contact persons:

Mr Stephen Lowry	rector@stithian.com
Mrs Ivanka Acquisto	iacquisto@stithian.com
Mr Dave Knowles	dknowles@stithian.com
Mrs Celeste Gilardi	cgilardi@stithian.com
Mr Alistair Stewart	astewart@stithian.com
Mrs Melony Dace	mdace@stithian.com

## **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](mailto: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
- St Stithians 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 St Stithians 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.stithian.com](http://www.stithian.com)
- Annual Financial Statements: Availability to be determined upon receipt of request
- Trust Deed & Constitution: Freely available at [www.stithian.com](http://www.stithian.com)
- 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.stithian.com](http://www.stithian.com)
- Names of Trustees & Council Members: Freely available at [www.stithian.com](http://www.stithian.com)

- Admission/Application Forms: Freely available at [www.stithian.com](http://www.stithian.com) or on request from the Admissions Secretary
- School Fees: Freely available at [www.stithian.com](http://www.stithian.com) or on request from the Admissions Secretary
- Licences: Availability to be determined upon receipt of request

**St Stithians College undertakes the following regular communication:**

- Termly Report Back Meetings to parents
- Termly Rector'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 St Stithians College Website:**

- The website is accessible at [www.stithian.com](http://www.stithian.com) and contains categories of information relating to each of the five schools that make up St Stithians 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, St Stithians College.
- Copies may also be requested from the South African Human Rights Commission.
- The manual is also published on the St Stithians College website ([www.stithian.com](http://www.stithian.com))

**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 St Stithians College website ([www.stithian.com](http://www.stithian.com)).

**ADOPTED & APPROVED BY THE COLLEGE EXECUTIVE: 19 SEPTEMBER 2005**  
**UPDATED (NAMES OF HEADS & TRUSTEES): 30 MARCH 2007**

Ref: bj/admin/policy-access to information/august 2005

## APPLICATION FORM

### REQUEST FOR INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO.2 OF 2000 FROM THE SCHOOLS OF ST STITHIANS COLLEGE (TRUST NUMBER: IT466

<b>APPLICANT'S DETAILS</b>					
Name:					
Organisation / Company Making the request:					
Tel (w):	Tel (h):	Tel (c):			
Postal Address:					
Physical Address:					
E-mail Address:					
<b>INFORMATION REQUESTED</b>					
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):					
<b>DECLARATION:</b>					
<ol style="list-style-type: none"> <li>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.</li> <li>2. I undertake to advise the College in writing of any changes to the details included herein.</li> <li>3. I, do hereby declare that I have read, understood and agree to abide by the St Stithians 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.</li> <li>4. I undertake to pay the fees for the requested information, as laid down in the above-mentioned manual.</li> </ol>					
Signed (applicant):			Date:		
APPROVAL: Signed (on behalf of St Stithians College):			Date:	Fee:	