

Jubilate Primary School



PAIA Manual

JUBILATE PRIMARY SCHOOL TRUST

(Trust no. IT 1709/04 • NPO Reg. No. 037-357 14/05/2005 • PBO Reg. No. 9300 9563 21/06/2006 • EMIS no. 700 400 143)

Manual prepared in terms of the in terms of Section 51 of The Promotion of Access to Information Act, 2/2000 (the “ACT”)

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1. Introduction

Jubilate Primary School Trust is a registered school based in Midrand, Gauteng; established in 1999. The school’s vision is to provide quality education at an affordable cost to inhabitants of the greater community of the Midrand area; regardless of gender, race, religion or political affiliation; from pre-school to Grade 7 level.

2. Contact Details

Head of School / Principal: Mrs. Nadine Mack

Postal Address: PO Box 30925, Kyalami 1684, Midrand, Gauteng, South Africa

Street Address: 54 Mercury Street, Crowthorne 1684, Midrand, Gauteng, South Africa

Telephone Number: +27 11 023 7020

Fax Number: +27 86 505 2296

Email Address: principal@jubilateprimary.co.za

Website: www.jubilateprimary.co.za

3. The ACT

The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act. Requesters are referred to the Guide in terms of Section 10, which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights.

The Guide is available from the SAHRC.

The contact details of the Commission are:

- Postal Address: Private Bag 2700, Houghton 2041
- Telephone Number: +27 11 877 3600
- Fax Number: +27 11 403 0625
- Website: www.sahrc.org.za

4. Applicable Legislation

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

- 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
- Protection of Personal Information Act No. 4 of 2013
- Skills Development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1996

5. Schedule of Records (table)

Records	Subject	Availability
Public Affairs	Company Registration	Freely available on request
Financial	Annual Financial Statement	Freely available to members on request Other organisations request in terms of PAIA
	Other Financial and tax records	Not generally available
	Asset Register	Not generally available
Managerial	Minutes of Trustees, Management Meetings	Request in terms of PAIA
	Internal Correspondence	Not generally available
Human Resources	List of employees	Freely available on request
	Employment contracts	Not generally available
	Internal Policies and Procedures	Not generally available
	Workplace Skills Plans	Request in terms of PAIA

	Health and Safety Records	Request in terms of PAIA
ICT	Software Licence information Support agreements	Request in terms of PAIA Request in terms of PAIA
Marketing	Jubilate Primary School information brochure	Freely available at www.jubilateprimary.co.za

6. Form of Request

To facilitate the processing of your request, kindly:

- a) Use the prescribed form, available on the website of the South African Human Rights Commission at www.sahrc.org.za.
- b) Address your request to the Principal, Jubilate Primary School.
- c) Provide sufficient details to enable Jubilate Primary School to identify:
 - The record(s) requested;
 - The requester (and if an agent is lodging the request, proof of capacity);
 - The form of access required;
 - The postal or email address of the requester in the Republic;
 - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. Prescribed Fees

The fee for a copy of the manual as contemplated in regulation 9(2)(c), for every photocopy of an A4 size or part thereof: R1-10

The fees for reproduction referred to in regulation 11(1) are as follows:

- For every photocopy of an A4-sized page or part thereof R1-50
- For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R1-00
- For a copy in a computer-readable form on CD / memory stick R70-00
- For a copy of visual images, for an A4-sized page or part thereof R60-00

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) R50-00

The access fees payable by a requester referred to in regulation 11(3) are as follows:

- For every photocopy of an A4-sized page or part thereof R1-50
- For every printed copy of an A4-sized page or part thereof held on a computer or in electronic or machine-readable form R1-00
- For a copy in a computer-readable form on CD / memory stick R70-00
- For a copy of visual images, for an A4-sized page or part thereof R60-00
- To search for and prepare the record for disclosure, for each hour or part of an hour R75-00

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable
- One third of the access fee is payable as a deposit by the requester

The actual postage is payable when a copy of a record must be posted to a requester.

