



UNITED HERZLIA SCHOOLS

בתי"ס המאוחדים הרצליה

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

OVERVIEW

United Herzlia Schools is a Jewish Day School in Cape Town which was established in 1940. The School accepts pupils of all denominations. The school is registered as a PBO and as a NPO.

Section 51(1)(a)

Name: UNITED HERZLIA SCHOOLS
Physical Address: MH Goldschmidt Avenue, Highlands Estate, Cape Town, 8001
Postal Address: P.O. Box 3508, Cape Town, 8000
Website: www.herzlia.com
Contact Person: Mr David Ginsberg - Tel: 021 464 3309 Fax: 021 461 2367
Email: admin@herzlia.com

SCHOOLS:

CENTRAL REGION

HERZLIA High School
HERZLIA Middle School
Highlands Primary School
Central Pre-Primary Schools
Sarah Bloch Day Care Centre

ATLANTIC REGION

Weizmann Primary School
Alon Ashel Pre-Primary

SOUTHERN SUBURBS REGION

HERZLIA Constantia
Kerem Pre-Primary

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 Herzlia 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
- 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)

How to request a record. A description of the subjects of the records held by united herzlia schools and the categories in which these subjects are classified.

How to request a record

.Section 53 prescribes that 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, or his duly authorised deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.

.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. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.

.The requester must identify the right that he or she is seeking to exercise or protect 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 a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

.The head of the private body 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 for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.

. If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

Section 51(1)(f)

- 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.herzlia.com
- Annual Financial Statements: Availability to be determined upon receipt of request
- Constitution: Availability to be determined upon receipt of request
- Minutes of all Trust, 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)(g)

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.
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:
 - (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) floppy disk R7,50
 - (ii) compact disk R70,00
 - (d) For a copy of visual images, for an A4-sized page or part thereof R60.
 - (e) To search for and prepare the record for disclosure, R30 for each hour or part of an hour
5. 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.
 - (c) The actual postage is payable when a copy of a record must be posted to a requester

Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

Form for Application of Information

Request for access to record of private body

Download the application form

If you do not have a copy of Adobe Acrobat Reader, get it [here!](#)