



## **BELLAVISTA SCHOOL**

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A VIEW TO A BRIGHTER FUTURE

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

#### **Overview**

Bellavista School was founded in 1967 and was one of the first South African independent remedial schools to become multi-racial, inter-denominational and co-educational. The school is controlled by the Board of Governors of the registered Section 21 Company.

#### **Section 51 (1) (a)**

Name: Bellavista School

Physical Address: 37 Wingfield Ave, Birdhaven

Postal Address: P O Box 55017, Northlands 2116

Board of Governors: Mr W Marshall – chairman  
Mrs H Harding –Treasurer  
Mrs A Scott – School Principal  
Mr B Hotz  
Mr A Howie  
Mr C Comrie  
Mr. E Lehapa  
Mr R Morris  
Mr B Campbell  
Mrs B. Walton  
Mr D Lewis  
Mr M Ber

Contact Person: Mrs A Scott (Principal)  
Telephone Number: (School) 011 788-5454  
Fax. No. 011 880-2674  
Email Address of contact person: [principal@bellavistaschool.co.za](mailto:principal@bellavistaschool.co.za)

### **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> , email: [PAIA@sahrc.org.za](mailto: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 Bellavista School, which includes but is not limited to, the following legislation.

- The South African Schools Act of 12996
- Basic Conditions of Employment Act No. 75 of 1997
- Compensation of Occupational Injuries and 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
- Pension Fund Act No. 24 of 1956
- Regional Services Council Act No. 109 of 1985

### **Section 51(1)(e)**

- Employment contract: 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 and Parents: Availability to be determined upon receipt of request
- Annual Financial Statements: Availability to be determined upon receipt of request
- Minutes of all Management, Executive and sub committee meetings: Availability to be determined upon request
- Parents Association Minutes: Availability to be determined upon receipt of request
- School Policy Documents: Availability to be determined upon receipt of request
- Details of Board of Governors: 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)(f)**

**Fees in Respect of Requests for Information**

**Fees in Respect of Private Bodies**

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|-----|--|--------|
| 1.  | The fee for a copy of the manual as contemplated in regulation 9(2)(c) is for every photocopy of an A4 size or part thereof.   | R1,10  |
| 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   | R1,10  |
|     | c. For a copy in a computer-readable form on visual images, for an A4 sized page or part payable by a requester, other than a personal requester, referred to in regulation 1(12) is | R70,00 |
| 3.  | The access fees payable by a requester referred to in regulation 11(3) are as follows:   |        |
| (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 CD  | 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  | R50,00 |
| (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;<br>and  |        |
|     | (b) One third of the access fee is payable as a deposit by the requester.  |        |
| (3) | The actual postage is payable when a copy of a record must be posted to a requester.   |        |