

**Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000 for  
UPLANDS COLLEGE**

(associated incorporated under Section 21)  
(Reg No. 1997/018524/08)

Uplands College opened its doors in January 1998 and has established itself as a forward thinking, co-educational institution that is committed to exceptionally high standards and a sound progressive educational philosophy. The College is set on a beautiful 100 ha estate in the vicinity of White River, Mpumalanga. It offers a fine, all-round education from grades 8 to 12, with class sizes restricted to 25 pupils. It boasts impressive boarding facilities. Sport and extramural activities play an important role at the school. Guided by dynamic, highly motivated staff and an innovative technology base, we provide a range of challenging subjects culminating in an internationally recognised examination conducted by the Independent Examinations Board (IEB).

Uplands College is a member of the [Independent Schools Council](#).

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

Name: Uplands College

Physical Address: Danie Joubert Street Extension  
White River, Mpumalanga  
1240

Postal Address: Private Bag X9909  
White River  
1240

Head of Body: Austin Clarke (Headmaster)

Contact Person: Phil Hemus (Business Manager)

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Email: [phemus@uplands.mpu.co.za](mailto:phemus@uplands.mpu.co.za)  
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**Section 51(1)(b)**

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet browser to [www.sahrc.org.za](http://www.sahrc.org.za), email: [paia@sahrc.org.za](mailto:paia@sahrc.org.za). Alternatively, the following address may be used:

The South African Human Rights Commission  
PAIA Unit  
Research and Development Council

Postal Address: Private Bag 2700  
Houghton  
2041

Telephone: (011) 484 8300

Fax: (011) 484 0528

**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 UPLANDS COLLEGE, which includes but is not limited to, the following legislation:

- The South African Schools Act of 1996
- Companies Act 61 of 1973 (Association incorporated under Section 21)
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 63 of 2001
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Occupational Health and Safety Act 85 of 1993
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Electronic Communications and Transactions Act No. 25 of 2002
- Promotion of Access to Information Act No. 2 of 2000
- Pensions Fund Act No. 24 of 1956
- Regional Services Council Act No. 109 of 1985

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

#### **A. Records that may be Requested**

##### **i. Operational Information**

The availability of the following is to be determined upon receipt of request:

- Employment contracts
- Domain name registration
- School registration
- Agreements with suppliers
- Database of pupils & parents
- Annual financial statements
- Minutes of all management, executive and sub-committee meetings
- Parent Teacher's Association constitution
- School policy documents
- School fees
- Licenses

##### **ii. Communications**

Correspondence between persons within and without UPLANDS COLLEGE.

##### **iii. Website**

UPLANDS COLLEGE's Website address is [www.uplands.mpu.co.za](http://www.uplands.mpu.co.za) and is accessible to anyone who has access to the Internet.

#### **B. Request Procedures**

##### **i. 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 Business Manager of the school. 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 Business Manager of the School 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 and the bursar of the school.

### **Section 51(1)(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:
  1. For every photocopy of an A4-sized page or part thereof R1.10
  2. 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
  3. For a copy in a computer-readable form on
    1. Stiffy disk R7.50
    2. Compact disk R70.00
  4. 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:
  1. For every photocopy of an A4-sized page or part thereof R1.10
  2. 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
  3. For a copy in a computer-readable form on
    1. Stiffy disk R7.50
    2. Compact disk R70.00
  4. For a copy of visual images, for an A4-sized page or part thereof R60.00
  5. To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour
  6. For purposes of section 54(2) of the Act, the following applies:
    1. Six hours as the hours to be exceeded before a deposit is payable; and
    2. One third of the access fee is payable as a deposit by the requester.
  7. 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, 200 (Act No. 2 of 2000)**

#### **Form for Application of Information**

#### **Request for access to record of private body**