IMANUWALI YE-PAIA

YESIKOLE

I-LAERSKOOL LOUW GELDENHUYS

LE MANUWALI ILUNGISWE NGOKWESIGABA 51 SOMTHETHO WOKUGQUGQUZELA UKUTHOLAKALA KOLWAZI, NO. 2 WEZI-2000 ("UMTHETHO")

UKUBUKEZWA KOKUGCINA: AGASTI 2020

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UKWETHULEWA I-LAERSKOOL LOUW GELDENHUYS:

I-LAERSKOOL LOUW GELDENHUYS ("isikole") iyisikole sikahulumeni, njengoba kuchazwe kuMthetho Wezikole WaseNingizimu Afrika, No. 84 we-1996 (njengoba uchitshiyelwe) ("i-SASA") siphethwe futhi siholwa ngokwezinhlinzeko zawo kanye nolimi kanye nezinqubo zokubhaliswa eziqukethwe kuwo. ULimi Lokufunda Nokufundisa kulesi sikole yisiBhunu. Lesi sikole sihlinzeka ngendawo yokufunda abafundi kusukela kuBanga R kuya kuBanga 7.

1. IMININGWANE EDINGEKAYO NGAPHANSI KWESIGABA 51(1)(a) SOMTHETHO:

IGAMA	**I-LAERSKOOL LOUW GELDENHUYS**
IKHELI LEPOSI:	PO Box 44045, Linden, 2104
IKHELI LENDAWO:	7th Street (Corner 3rd Avenue), Linden, Johannesburg, 2195
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IKHELI LE-IMEYLI:	pos@llg.co.za
IWEBHUSAYITHI:	www.llg.co.za
ISIKHULU SOLWAZI	
- **UTHISHANHLOKO:**	Mnu. Martin Bensch (hoof@llg.co.za)
IPHINI LESIKHULU SOLWAZI	
- **INHLOKO YOMNYANGO:**	Nkk. Tina Calitz (tina@llg.co.za)

2. INCAZELO YOMHLAHLANDLELA OBALULWE KUSIGABA 10 - ISIGABA 51(1)(b):

Umhlahlandlela udidiyelwe ngokweSigaba 10 se-PAIA yeKhomishana Yamalungelo Esintu. Uqukethe imininingwane edingwa umuntu ofisa ukusebenzisa noma eliphi ilungelo, eliqukethwe ku-PAIA. Uthokalala ngazo zonke izilimi ezisemthethweni.

Lo mhlahlandlela uyatholakala ukuze ucutshungulwe, phakathi kokunye, emahhovisi eKhomishana Yamalungelo Esintu ngemininingwane elandelayo:

IKHELI LENDAWO:	Forum 3, Braampark 33 Hoofd Street BRAAMFONTEIN Johannesburg
IPOSI:	South African Human Rights Commission Promotion of Access to Information Act Unit Research and Documentation Department Private Bag X2700 Houghton 2041
UCINGO:	+27 (0) 11 877 3600/758
IFEKSI:	+27 (0) 11 403 0682
IWEBHUSAYITHI:	www.sahrc.org.za
I-IMEYLI:	PAIA@sahrc.org.za

3. ISAZISO SAKAMUVA NGOKWESIGABA 52(2) (UMA SIKHONA):

Kulesi sigaba asikho isaziso esishicilelwe /azikho izaziso ezishicilelwe ngokwezigaba zamarekhodi ezitholakala ngokuzenzakalela ngaphandle kokuba umuntu afake isicelo ngokwe-PAIA.

4. AMAREKHODI ATHOKALAKA NGOKOMUNYE UMTHETHO: ISIGABA 51(1)(d):

Amarekhodi atholakala ngokweminye imithetho ayalandela:

- UMthetho Wezabasebenzi 66 we-1995
- UMthetho Wezokulingana Ngokomsebenzi 55 we-1998
- UMthetho Wemigomo Eyisisekelo Yokuqashwa 75 we-1997

- UMthetho Yesinxephezelo Nokulimala Nezifo Ezitholakala Emsebenzini 130 we-1993
- UMthetho Womshwalense Wokuphelelwa Umsebenzi 3 we-2001
- UMthetho Wentela Engezwe Ngokwentengo 89 we-1991
- UMthetho Wentela Yengeniso 58 we-1962
- UMthetho Wamalevi Okuthuthukisa Amakhono 9 we-1999
- UMthetho Wezikole WaseNingizimu Afrika 84 we-1996
- Inqubomgomo Yezemfundo Kuzwelonke 27 we-1996
- UMthetho Wokuqashwa Kwabafundi 27 we-1996

5. IZIHLOKO NEZINHLOBO ZAMAREKHODI AGCINWE I-LAERSKOOL LOUW GELDENHUYS: ISIGABA 51(1)(e):

5.1 ABAFUNDI

5.1.1 Ukufaka izicelo zokubhaliswa

5.1.2 Uhlu lwabalindele ukubhaliswa

5.1.3 Izicelo zokubhalisela ukufunda ezichithiwe kanye nokudluliswa kwezinqumo ngazo

5.1.4 Amarekhodi okufunda / amariphothi abafundi ngabanye

5.1.5 Amafayela aqondene ngqo nomfundi ngamunye

5.1.6 Uhlu lwekilasi

5.1.7 I-*timetable* yekilasi

5.1.8 Uhlelo lokuqondisa izigwegwe kubafundi

5.1.9 Ulwazi lokuhlolwa kanye nemininingwane

5.1.10 Amaphepha okuhlolwa izimpendulo kanye nememoranda yezimpendulo eziyizona zona.

5.2 ISIGUNGU ESIPHETHE ISIKOLE

5.2.1 UMthethosisekelo noMgomo Wokuziphatha

5.2.2 Izinqubomgomo Zolimi Nokubhaliswa Kwabafundi

5.2.3 Ezinye izinqubomgomo

5.2.4 Ukhetho

5.2.5 Amaminithi omhlangano

5.2.6 Izicelo ezifakwa ngowesigaba 36(4) eziqondiswe ku-HOD zokuthola imvume yokusebenzisa amagceke esikole, izincwadi eziqondene nalokho, kanye nemvume ebhaliwe

5.3 ABAZALI

5.3.1 Amasekhula

5.3.2 Ukubhalelana izincwadi

5.3.3 Amaminithi emihlangano yabazali

5.4 UMNYANGO WEZEMFUNDO WASE-GAUTENG

5.4.1 Ukubhalelana izincwadi

5.4.2 Amasekhula atholakale eMnyangweni

5.4.3 Imininingwane eqondene ngqo nothisha abaqashwe uMnyango

5.4.4 Imibhalo ekhishelwe abasebenzi eziqondene nentela yengeniso

5.4.5 Amarekhodi elivu

5.4.6 Amarekhodi okuqeqesha

5.4.7 Amarekhodi okuqondisa izigwegwe

5.4.8 Amarekhodi amaholo

5.5 OTHISHA NABASEBENZI ABAQOKWE ISIGUNGU ESIPHETHE ISIKOLE

5.5.1 Izinkontileka Zokuqashwa

5.5.2 Izincazelo zemisebenzi

5.5.3 Imininingwane eqondene ngqo nothile

5.5.4 Imibhalo ekhishelwe abasebenzi eziqondene nentela yengeniso

5.5.5 Amarekhodi elivu

5.5.6 Amarekhodi okuqeqesha

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5.5.7 Amarekhodi okuqondisa izigwegwe

5.5.8 Amarekhodi amaholo

5.6 AMAREKHODI EZEZIMALI

5.6.1 Izitatimende Zezimali Zonyaka

5.6.2 Amarekhodi Ezokubala

5.6.3 Amarekhodi Asebhange

5.6.4 Izitatimende Zasebhange

5.6.5 Amarekhodi Okusebenzisa Ibhange Ngendlela Yezobuchwepheshe

5.6.6 Irejista yempahla

5.6.7 Izivumelwano Zokuqasha

5.6.8 Ama-invoyisi Nezitatimende

6. IMININININGWANE YENDLELA YOKUFAKA ISICELO SOKUTHOLA ULWAZI - ISIGABA 51 (e):

6.1 Umuntu ofaka isicelo sokuthola ulwazi uzonikwa lolo lwazi olugodlwe isikole, uma:

6.1.1 umfakisicelo ehlangabezana nakho konke okudingekayo ngokwe-PAIA maqondana nokuthola lolo lwazi;

6.1.2 ingekho indlela yokunqaba nalolo lwazi ngokwezinhlinzeko ze-PAIA;

6.1.3 inani elimisiwe, lapho lisebenza khona, likhokhiwe.

6.2 Umfakisicelo kumele agcwalise iFomu A (elinanyathiselwe lapha) bese athumele leli fomu lihambisana nenani lokufaka isicelo, kuThishanhloko /Isikhulu Solwazi (i-IO) sesikole. Le fomu kumele lithunyelelwe i-IO ekhelini lakhe, noma inombolo yefeksi, noma ngekheli le-imeyli.

6.3 Ifomu kumele:

- ✓ lihlinzeke ngemininingwane eyanele ukuze i-IO yesikole ikwazi ukuhlonza amarekhodi aceliwe futhi ihlonze umfakisicelo;
- ✓ liveze ukuthi umfakisicelo ucela ukuthola ulwazi ngeyiphi indlela,
- ✓ licacise ikheli leposi noma inombolo yefeksi yomfakisicelo kuRiphabhulikhi,

- ✓ uma phezu kwempendulo ebhaliwe, umfakisicelo efisa ukwaziswa ngesinqumo esiqondene nesicelo nganoma eyiphi indlela, kumele asho indlela kanye nemininingwane edingekayo nganoma eyiphi indlela edingeka ngayo,
- ✓ uma isicelo sifakelwa omunye umuntu, kumele kwethulwe ubufakazi bokuthi umfakisicelo ufaka isicelo ngaphansi kwesiphi isikhundla, ngendlela eyanelisa i-IO yesikole.

6.4 Isicelo esiqondiswe ku-IO sizoqhutshwa ezinsukwini ezingama-30 (amashumi amathathu). Uma kwenzeka i-IO ibona ukuthi isicelo kumele sichithwe, umfakisicelo kumele aziswe ngalesi sinqumo kanye nelungelo lomfakisicelo lokuqonda enkantolo ukuyophikisa leso sinqumo. Uma isicelo siphumelela, i-IO kumele yazise umfakisicelo ngenani elimisiwe okumele likhokhwe, futhi umfakisicelo angase aqonde enkantolo uma enganelisekile ngenani elikhokhiswayo.

6.5 Umfakisicelo kumele acacise ukuthi ingabe ufisa ukuthola ikhophi yolwazi aludingayo noma ufisa ukubhekela lolo lwazi emahhovisi esikole.

6.6 I-IO ingase yelule isikhathi sezinsuku ezingama-30 (amashumi amathathu) isikhathi esingengaphezu kwezinye izinsuku ezingama-30 (amashumi amathathu).

6.7 Uma kwenzeka i-IO ichitha isicelo sokuthola ulwazi, kumele iveze izizathu ezanelisayo ngaleso sinqumo, ngaphandle kokukhuluma ngokuqukethwe kulolo lwazi olucelwayo.

7. <u>AMANANI:</u>

7.1 Umfakisicelo ofisa ukuthola amarekhodi aqukethe ulwazi oluqondene nomuntu ngqo nalowo mfakisicelo akudingeki ukuthi kube nenani alikhokhayo. Noma omuphi omunye umfakisicelo, ongaziceleli yena ngqo ulwazi, kumele akhokhe inani elimisiwe.

7.2 I-IO yesikole noma iphini layo kumele lazise umfakisicelo (ngaphandle komuntu ocela ulwazi oluqondene naye ngqo) ngesaziso, icele ukuthi umfakisicelo akhokhe inani elimisiwe (uma likhona) ngaphambi kokuqhubeka nesicelo [isigaba 54(1)].

7.3 Amanani okumele akhokhwe umfakisicelo ophikweni lukahulumeni, phakathi kokunye, ngawokulandelayo:

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- Ikhophi yekhasi ngalinye: R00.60
- Ukuphrinta ikhasi eliyi-A4: R00.40
- Ikhophi eku-CD: R40.00

Umfakisicelo angafaka isicelo enkantolo lapho ephikisana nokukhokha inani lokufaka isicelo [isigaba 54(3)(b)].

7.4 Uma isicelo sigunyaziwe, kuzobe sekukhokhwa elinye inani lokufinyelela ukuze kucingwe lolo lwazi, lukhiqizwe kabusha, lulungiswe nanoma esiphi isikhathi esisetshenzisiwe esingale kwamahora amisiwe ukwenza ucwaningo nokulungisa irekhodi ukuze kudalulwe [isigaba 54(6)].

8. IMISEBENZI ETHOLAKALAYO KUMALUNGU OMPHAKATHI NOKUFINYELELEKAYO KUYO;

Umsebenzi wokuhlinzeka ngezemfundo esikoleni ungowokuhlinzekela abafundi abafundayo afanelekile ukubhaliswa ngokwemigomo yolimi lwesikole kanye nemithethonqubo yokubhaliswa kulesi sikole, nohambisana nezinhlinzeko ze-SASA kanye neminye imithetho efanele esifundazweni. Ngakho-ke, ayikho imisebenzi ehlinzekelwa umphakathi jikelele. Imfundo eyisisekelo iyilungelo ngokomthethosisekelo eliwumthwalo kaHulumeni, hhayi wesikole.

9. IMITHETHO NOMA IZIMISO EZIQONDISWE KUBANTU (NGAPHANDLE KWEMINYANGO KAHULUMENI) ZOKUBAMBA IQHAZA NOMA ZOKUBA NOVO KUZINQUBOMGOMO NOMA ZOKUSEBENZISA AMANDLA NOMA AMAJOKA:

Isikole siphethwe ngokusemthethweni wuThishanhloko, kuncike ezinhlinzekweni ze-SASA, umthetho wezemfundo wesifundazwe, imithethonqubo kazwelonke neyesifundazwe, izinqubomgomo zikazwelonke kanye/noma zesifundazwe, imihlahlandlela nemigomo, kanye nemiyalelo yoMnyango Wezemfundo eGauteng. Ukuphathwa nokuholwa kwesikole kuwumsebenzi wesiGungu Esiphethe Isikole esikhethiwe ("i-SGB"), esakhiwe abazali abathile abakhethiwe. I-SGB inquma izinqubomgomo zolimi nezokubhaliswa kwabafundi. I-SGB ingase itomule amalungu omphakathi azosebenza ku-SGB. Ngakho-ke umuntu wangaphandle akanandawo yokubamba iqhaza noma yokuba nesandla ekwakhiweni kwenqubomgomo yesikole, noma yokusetshenziswa kwamandla namajoka, ngaphandle kwalapho kuyinoma eliphi ilungu lomphakathi elitonyuliwe. Nokho, i-SGB iyazibheka izintshisekelo zomphakathi esebenza ngaphansi kwawo, nalapho yakha izinqubomgomo.

10. UKUTHOLAKALA KWEMANUWALI [Isigaba 51(3)]:

Le manuwali itholakala ngesiBhunu, ngesiNgisi nangesiZulu.

Le manuwali iyatholakala ukuze ibhekwe emahhovisi ase-Laerskool Louw Geldenhuys mahhala; ingalandwa kuwebhusayithi ethi www.llg.co.za futhi amakhophi ayatholakala e-SAHRC.

IRIPHABHULIKHI YASENINGIZIMU AFRIKA

IFOMU A
ISICELO SOKUTHOLA IREKHODI OPHIKWENI LUKAHULUMENI
(Isigaba 18(1) soMthetho Wokugqugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000)) [uMthethonqubo 6]

OKUSETSHENZISWA WUMNYANGO

Inombolo eyinkomba: ……………………………..

Isicelo samukelwe ngu ……………………………………………………………………………..……………… (bhala isikhundla, igama nesibongo sesikhulu solwazi / iphini lesikhulu solwazi) mhla ka ……………………………………….……… (usuku)

e ……..…..(indawo).

Inani lesicelo (uma likhona): R ....

Idiphozithi (uma ikhona): R ....

Inani lokuthola ulwazi: R ....

…………………………………………………....

ISIGINESHA YESIKHULU SOLWAZI / IPHINI LESIKHULU SOLWAZI

A. Imininingwane yophiko lukahulumeni

Isikhulu Solwazi / Iphini Lesikhulu Solwazi

Isikhulu Solwazi - Uthishanhloko: Mnu. Martin Bensch - Laerskool Louw Geldenhuys - hoof@llg.co.za
Iphini Lesikhulu Solwazi - Inhloko Yomnyango: Nkk. Tina Calitz - Laerskool Louw Geldenhuys - tina@llg.co.za

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Ikheli Leposi: PO Box 44045, LINDEN, 2104

Inombolo Yefeksi: +27 (0) 11 888 2441
Ikheli Le-Imeyli: pos@llg.co.za

B. Imininingwane yomuntu ocela ukuthola irekhodi

(a) Imininingwane yomuntu ocela ukuthola irekhodi kumele ibhalwe ngezansi.
(b) Ikheli kanye/noma inombolo yefeksi yakuRiphabhulikhi okuzothunyelwa kuyo ulwazi, kumele ihlinzekiwe.
(c) Ubufakazi besikhundla isicelo esifakwe ngaphansi kwaso, uma kusebenza, kumele bunanyathiselwe.

Amagama Aphelele nesibongo: ……………………………………………………………………………………………………

Inombolo kamazisi:													

Ikheli leposi: ……………………………………………………………………………………………………

Inombolo yocingo: (………) ……………………………..….. Inombolo yefeksi: (………) ……………………..…..

Ikheli le-imeyli: ……………………………………………………………………………………………………

Isikhundla isicelo esifakwa ngaphansi kwaso, uma sifakelwa omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe INQOBO uma isicelo sokuthola ulwazi sifakelwa omunye umuntu.

Amagama Aphelele nesibongo: ……………………………………………………………………………………………………

Inombolo kamazisi:

D. Imininingwane yekhodi

(a) Hlinzeka ngemininingwane egcwele yerekhodi eliceliwe, okubandakanya inombolo eyinkomba uma uyazi, ukuze kube nendlela yokucinga irekhodi. (b) Uma isikhala esihlinzekiwe singanele, sicela uqhubeke ephepheni elisecaleni bese ulinamathisele kuleli fomu. Umfakisicelo kumele awasayine wonke amaphepha okwengezela.

1. Incazelo yerekhodi noma ingxenye ebalulekile yamarekhodi:

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2. Inombolo eyinkomba, uma ikhona:......……………………………………………………………………………….................

3. Noma emiphi eminye imininingwane yerekhodi:

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E. Amanani

(a) Isicelo sokuthola irekhodi, elingasilo irekhodi eliqukethe imininingwane eqondene nawe, sizoqhutshwa uma sekukhokhwe inani lesicelo. (b) Uzokwaziswa ngenani okumele likhokhwe njengenani lesicelo. (c) **Inani elikhokhwayo ukuze kutholakale irekhodi** lincike kwindlela ofisa ukuthola ulwazi ngayo kanye nesikhathi esifanele esidingekayo ukuze kucingwe bese kulungiswe irekhodi. (d) Uma ufanelekile ukukhululwa ekukhokheni inani elithile, sicela usho isizathu salokho kukhululwa.

Isizathu sokukhululwa ekukhokheni amanani.

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F. Indlela yokutholakala kwerekhodi

Uma wanqandwa wukukhubazeka ekutheni ufunde, ubuke noma ulalele irekhodi ngendlela elihlinzekwe ngayo ngokokuhlinzekwe ku-1 kuya ku-4 ngezansi, sicela ubhale indlela okhubazeke ngayo futhi ubhale indlela ofisa ukuthola irekhodi ngayo.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:

Faka u-X ebhokisini elifanele.

AMANOTHI:

(a) Ukuhlinzekelwa kwesicelo sakho sokuthola irekhodi ngendlela echaziwe kungase kuncike kuhlobo lwerekhodi elikhona.

(b) Ukutholakala kwerekhodi ngendlela eceliwe kungase kungavunywa ngezinye izinkathi. Uma kunjalo uyokwaziswa ukuthi liyokwazi na ukutholakala ngenye indlela.

(c) Inani elikhokhwayo ukuze kutholakale irekhodi, uma likhona, lizoba nengxenye enqunywe ngenxa yendlela okucelwa ukuthi irekhodi litholakale ngayo.

1. Uma irekhodi litholakala ngokubhaliwe noma ngokuphrintiwe:						
	ikhophi yerekhodi*		ukuhlolwa kwerekhodi			
2. Uma irekhodi liqukethwe izithombe - (lokhu kubandakanya izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe zekhompyutha, imidwebo, njll.):						
	buka izithombe		ikhophi yezithombe*		ukukhishelwa kombhalo osesithombeni*	

3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungakhiqizwa kabusha ngomsindo oqoshiwe:						
	lalela umsindo oqoshiwe (ikhasethi eliqophe umsindo)		ukukhishelwa kwamagama aserekhodini eliqoshiwe* (umbhalo obhaliwe noma ophrintiwe)			
4. Uma irekhodi ligcinwe kwikhompyutha noma ngendlela kagesi noma lingafundeka ngomshini:						
	ikhophi yerekhodi ephrintiwe*		ikhophi ephrintiwe yolwazi olutholakele kurekhodi*		ikhophi engafundeka ngekhompyutha* (i-stiffy noma isidi)	

*Uma ucele ikhophi noma umbhalo wokukhishelwa kokuqoshiwe kwerekhodi (okungenhla), ingabe ufisa ukuthi ikhophi yokukhishelwa kokuqoshiwe uyithunyelelwe ngeposi? Kumele ukhokhele iposi.	YEBO	CHA

Qaphela ukuthi uma irekhodi lingatholakali ngolimi olidinga ngalo, ungalithola ngolimi elitholakala ngalo.
Ingabe ufisa irekhodi lihlinzekwe ngoluphi ulimi?

G. Isaziso ngesinqumo esiqondene nesicelo sokuthola irekhodi

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sigunyaziwe / sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela futhi uhlinzeke ngemininingwane edingekayo ukuze sikwazi ukwenza okucelile.

Ungathanda ukwaziswa kanjani ngesinqumo esiqondene nesicelo sakho sokuthola irekhodi?

………..

Isayinwe e ………………………………………………….. ngalolu suku ………… luka ……………………………………. unyaka …….

……………………………………………………………….
ISIGINESHA YOMFAKISICELO /
UMUNTU OFAKELWA ISICELO