



MICHAELHOUSE

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 FOR THE SAINT MICHAEL'S DIOCESAN COLLEGE TRUST (IT 160/2004/PMB)

2026

INTRODUCTION TO MICHAELHOUSE

Originally founded in Pietermaritzburg in 1896 by a Scottish priest, Canon James Cameron Todd, Michaelhouse has emerged as one of Southern Africa's finest independent senior boarding schools for boys. Our 600-hectare estate is situated in the Balgowan Valley in the beautiful Midlands of KwaZulu-Natal, amid rolling green hills, natural bush, forests and sparkling clear streams. A more idyllic environment in which a boy may develop and grow during his formative years is difficult to imagine. Our Founder wrote, "A man's tone – moral and spiritual as well as intellectual, is largely determined for life by his school."

Michaelhouse is an Anglican Foundation school in the Diocese of Natal and the School Visitor is the Bishop of Natal, and a registered Public Benefit Organisation. The school operates through the Saint Michael's Diocesan College Trust with guidance and policy making authority vested in an elected Board of Governors. The day-to-day management of the school is in the control of the Rector and his management team.

SECTION 51(1)(a) - CONTACT DETAILS

Name:	Michaelhouse
Physical Address:	R103, Balgowan, KwaZulu-Natal, 3275
Postal Address:	Private Bag X1, Balgowan, KwaZulu-Natal, 3275
Trustees:	Mr JAF Hewat, Mr GM Ralfe, Mr NL Sowazi, Ms J Warburton
Board of Governors:	Mr Richard Bates, Mr S Camerer, Mr M Collins, Mr D Dhlomo, Mr R Elliot, Mr P Hayward-Butt, Dr Z Kubukelo, Mr S Lumley, Mr J McCormick, Mr R Mkhulisi, Mr N Mthembu, Mr B Phakathi, Mr A Schaefer, Mr J Wilson, Canon D Timm
Associate Governors:	Mr JAF Hewat, Mr N Jonsson, Mr N Sowazi
Information Officer (Head of the private body):	The Rector – Mr B Wielenga
Telephone Number:	+27 33 234 1000
Fax Number:	+27 33 234 1103
E-mail address:	rector@michaelhouse.org
Website:	www.michaelhouse.org

SECTION 51(1)(b) - THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Information Regulator (South Africa) has, in terms of section 10(1) of the Act, published an updated Guide on how to use the Act. The Guide is available in each of the official languages and in braille, and may be downloaded from the Information Regulator's website or obtained from the Information Regulator directly. Please direct any queries in this regard to:

Body: The Information Regulator (South Africa) – PAIA Unit





MICHAELHOUSE

Physical Address:	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
Postal Address:	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Telephone Number:	010 023 5200 Toll free: 0800 017 160
Website:	www.inforegulator.org.za
E-mail address:	enquiries@inforegulator.org.za
PAIA complaints:	PAIAComplaints@inforegulator.org.za

SECTION 51(1)(c) - NOTICES IN TERMS OF SECTION 52(2)

No notices have been published at this stage.

SECTION 51(1)(d) - RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

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

- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries & Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Employment of Educators Act No. 76 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Local Government: Municipal Property Rates Act No. 6 of 2004
- Medical Schemes Act No. 131 of 1998
- National Education Policy Act No. 27 of 1996
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Promotion of Access to Information Act No. 2 of 2000
- Protection of Personal Information Act No. 4 of 2013
- Regional Services Councils Act No. 109 of 1985
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- The South African Schools Act No. 84 of 1996
- Unemployment Insurance Act No. 63 of 2001
- Unemployment Insurance Contributions Act No. 4 of 2002

SECTION 51(1)(e) - ACCESS TO RECORDS HELD BY MICHAELHOUSE

1. The following records are available from Michaelhouse without the request procedure in terms of the Act being applied:
 - o Michaelhouse – the Prospectus (limited numbers available, but it may be viewed at the school)
 - o The Chronicle (school magazine) (limited numbers available, but it may be viewed at the school)
 - o The Michaelhouse website (freely available online at www.michaelhouse.org)
2. The following records may be available from Michaelhouse subject to receipt of a request in terms of the Act and to a decision taken by the Rector:





MICHAELHOUSE

ADMINISTRATION:

- o Accounting records
- o Annual financial statements
- o Auditor reports
- o Creditor's agreements and records
- o Debtor's statements and files as required by relevant legislation
- o Domain name registration
- o Health & Safety records
- o Licenses (television, computer software, etc.)
- o Minutes of Trust, Board, sub-committees, and management meetings
- o Schedule of school fees
- o School registration
- o Tax records
- o Trust Deed

HUMAN RESOURCES:

- o Appeal procedure
- o Code of Conduct
- o Disciplinary procedures
- o Employee correspondence records
- o Employee records
- o Employment contracts and staff personnel files
- o Grievance procedure
- o Payroll records
- o Pension fund records
- o Recruitment policy
- o Remuneration policy

ACADEMIC:

- o Database of parents, pupils, Trustees, Board of Governors and Associate Governors
- o School policies
- o School rules, regulations and disciplinary code

3. Request procedures:

FORM OF REQUEST:

- o The requester must use the prescribed form – Form 02 (Request for Access to Record), prescribed in terms of Regulation 7 of the Regulations Relating to the Promotion of Access to Information, 2021 – to make the request for access to a record. This must be made to the head of the private body, at the address, fax number or e-mail address of the body concerned [S53(1)]. The form is available from the Information Regulator's website.
- o 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 any other manner is to be used to inform the requester and state the necessary particulars to be so informed [S53(2)(a) and (b) and (c) and (e)].





MICHAELHOUSE

- o The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [S53(2)(d)].
- o If a request is made on behalf of another 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 [S53(2)(f)].

FEES:

A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee. The fees below are those prescribed in Annexure B to the Regulations Relating to the Promotion of Access to Information, 2021.

- o The Head of the school must by notice require the requester (other than a personal requester) to pay the prescribed request fee before further processing the request [S54(1)].
- o The request fee payable to a private body is R140.00. The requester may lodge an application to the court against the tender or payment of the request fee [S54(3)(b)].
- o After the Head of the school has made a decision on the request, the requester must be notified in the required form – Form 03 (Outcome of Request and of Fees Payable).
- o If the request is granted, a further access fee must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure [S54(6)]. Reproduction is charged at R2.00 per A4 page or part thereof. Search and preparation is charged at R145.00 for each hour or part of an hour reasonably required, excluding the first hour, up to a maximum of R435.00.
- o Where the search for and preparation of a record is likely to exceed six hours, a deposit of one third of the access fee payable is required before the record is processed.

SECTION 51(1)(f) - OTHER INFORMATION AS MAY BE PRESCRIBED

No further information has been prescribed by the Minister in this regard.

SECTION 51(3) - AVAILABILITY OF THE MANUAL

This manual is available from:

- The Michaelhouse website – www.michaelhouse.org
- The School Finance office during normal administrative business hours

The manual has been published in English, isiZulu and Afrikaans. A copy in any of these languages is available on request.

Updated: 2026

