

# 2024 RHISS PROSPECTUS



# THE SCHOOL PROSPECTUS – 2024

## 1. THE SCHOOL

The Regent Hill International Secondary School (RHISS) is a multicultural English Medium Private International Secondary School registered with the Ministry of Basic Education, Government of Botswana. The School caters for students from varied national, social, religious and cultural backgrounds.

## 2. MISSION

To develop an inclusive school providing a happy, caring, safe and stimulating environment by using a holistic, local and international curriculum.

To sustainably foster a modern school environment where children, initiate, explore, develop and take responsibility for their learning through creativity, excellence and integrity.



## 3. VISION

To nurture growing numbers of capable and distinguished young women and men who are contributing to the betterment and progress of society through their moral and intellectual excellence. To this end, Regent Hill International Schools will become the first choice for all parents.

### Our objectives include the following:

- a. A deep understanding of and respect for cultural diversity.
- b. A highly skilled and enthusiastic teaching team.
- c. The development of acceptable social, moral and spiritual values.
- d. The development of holistic and self-reliant students.
- e. Providing a clean and conducive study environment in spacious classrooms and clean sports grounds for entertainment and relaxation.
- f. An efficient and effective management team which encourages students, parents, staff and other stake holders to work harmoniously and amicably together.
- g. A team of highly qualified, experienced, and committed teachers. Their expertise should compare favourably with that of other teachers in any school of excellence around the world.
- h. Making effective and efficient use of resources in the following:
  - ❖ Finance
  - ❖ Personnel
  - ❖ Buildings
  - ❖ Professional Development of staff
  - ❖ Books and Equipment
  - ❖ Recruitment

# PRINCIPAL'S WELCOME

Dear Parent/Guardian

Thank you for considering Regent Hill International Secondary School (RHISS) for your child's educational foundation. We look forward to welcoming you and your child to our School in 2024.



RHISS is an inclusive school which believes that every child has potential that needs to be developed. The school aims to create an environment where children feel happy, safe and secure. Students are cared for and respected as individuals and given the best possible opportunity to attain their full potential in the classroom and beyond by compassionate, loving, and committed academic and non- academic staff.

We aim to allow our students to grow and develop in order to achieve personal excellence: academically, physically and spiritually. We foster creativity both in the classroom through the curriculum and outside the classroom through Sports and both Creative and Performing Arts.

We want to instill confidence, honesty and integrity in our students, by teaching them to have respect for themselves, other persons and also for their property, as well as the school's property. In other words, we need them to know and appreciate the difference between right and wrong.

School staff and parents are encouraged to work together to assist our learners to reach their full potential. We feel that we are more likely to succeed in our aims if there is a partnership with parents and the school based on mutual trust and respect. We look forward to working with you to ensure that your child will recall his/ her school days with passion and pleasure.

This prospectus can only give you a brief insight into school life. For further information, visit our website at [www.rhis.ac.bw](http://www.rhis.ac.bw), Facebook Account at [Regent Hill International School – Gaborone](#) or contact +267 391 9729 / +267 72 899 921. Alternatively, please email [enquiry@rhis.ac.bw](mailto:enquiry@rhis.ac.bw) , to arrange a visit.

If we can be of any further assistance to you in making this very important decision, please do not hesitate to contact us.

Yours Faithfully

*Mrs. Frances Palmer*

#### 4. REGISTRATION REQUIREMENTS

RHISS does not discriminate on the basis of gender, nationality, race, academic potential, religion, etc. However, we expect a prospective student to have the following:

- a. A testimonial from the previous School.
- b. Previous PSLE/JCE results or its equivalent (Form 1 placement)
- c. IGCSE results (As-A-Level placement)
- d. Latest school report (if transferring from another school).
- e. Copy of Omang (Citizens), Passport (Expatriates)
- f. Residence Permit
- g. Resident/Work Permit of parent/ guardian (Expatriates)
- h. Birth Certificate
- i. Two Passport Size Photographs

#### 5. THE SCHOOL CURRICULUM

The school follows the Cambridge International General Certificate of Secondary Education (**IGCSE**) Curriculum. **We offer a five (5) year program.** However, a student, who meets our minimum requirement for the examination entry registration in the fourth year (attaining at least **all A(s)** in the subjects to be written); he/she will be allowed to write his or her examinations in **Year 4**.

RHISS offers an extensive curriculum which allows a student who transfers from RHISS in Botswana to any International English Medium Private School globally; or a student who transfers from a Government or another English medium School to Regent Hill International Secondary school to cope very well with minimum inconveniences.

**NB: The school does not accept transfers of Form 5 students, however it may be at the discretion of the school management to accept a learner at form 5 and such a learner will be registered as a private candidate for that year's series. THIS APPLIES TO BOTH PUBLIC AND STAFF MEMBER CHILDREN.**

The school also offers Cambridge International **A-Level** curriculum. **It is a two-year program that can be taken as 1 year first (for separate As-Level certificate) then proceed to the second year where the learner will attain an A-Level certificate.**

##### 5.1 Subjects:

The school offers the following subjects:

##### **Forms 1 and 2**

*Please Note that Form 1 and Form 2 are our foundation years for the IGCSE curriculum, learners are exposed to all subjects so that they can do their final selections at form 3 going to form 5:*

Agriculture, Art and Design, Commercials, General Science, English, French, Geography, History, Information and Communication Technology (ICT), Literature in English, Mathematics, Music Education, Physical Education, Setswana.

### Forms 3 to 5

After completing the foundations years, learners are to make their exam selection of eight to nine subject at form 3. The subject selected in form 3 are to be carried to form 5 IGCSE external examination:

Accounting (0452), Agriculture (0600), Art and Design (0400), Biology (0610), Business Studies (0450), Computer Science (0478), Coordinated Science (0654), Economics (0455), First Language English (0500), English as a Second Language (0510), Chemistry (0620), French (0520), Geography (0460), History (0470), Music Education (0410), Information and Communication Technology (0417), Literature in English (0475), Mathematics (0580), Physical Education (0413), Physics (0625), Setswana O Level (3158), Setswana First Language (0698), Enterprise (0454) and Travel & Tourism (0471).

### As & A-Level

Students are expected to make a selection of 3 or 4 subjects from the following list.

Accounting (9706), Business (9609), Economics (9708), Computer Science (9618), Geography (9696), English Language (9093), History (9489), Biology (9700), Information Technology (9626), Chemistry (9701), Physics (9702) and Mathematics (9709).

### 5.2 CO-CURRICULAR ACTIVITIES

Every student is required to take part in co-curricular activities. These are in the form of ball games, athletics, swimming and other sporting or club activities of their own choice. Once students have taken up an activity, they are expected to remain members and to participate in all its activities throughout the term. We are affiliated to ISSSA and follow their sport program.

***NB. Evaluation of the curriculum is done at the end of each academic year***

## 6. 2024 SCHOOL FEES SCHEDULE

- a. Regent Hill International Secondary School is a private school which relies on fees paid by parents/guardians to pay its staff, purchase resources and finance other activities.
- b. **RHISS is operating a Pre-paid system of paying fees.** Therefore, Parents/Guardians are required to pay up **all term fees before the beginning of the term.**
- c. **Parents/Guardians who do not pay before this scheduled time, will be requested keep their child at home until the payment is honored.**
- d. Parents/Guardians who **default in payment of fees may be handed over to the school's debt collectors** and will have their child's classroom schedule interrupted.
- e. After an **absence from school of twenty-one (21) consecutive days**, the child will be withdrawn from the school.

**SCHOOL FEES:**  
P32 130/ year – Form 1  
P33 120/year - Forms 2 to 4  
P35 460/Year - Form 5  
P50 085/AS/A-Level

**Registration fee:** P200 non-refundable  
**Book fee:** P1500 non- refundable/ year  
**Development levy IGCSE** P1000 non-refundable (Once off)  
**Development levy As/A-Level** P4000 non-refundable (Once off)

**PAYMENT PLAN OPTIONS:**

**Form One**

**Method 1: Full payment** P32 130/ year - on or before 31 December 2023

**Method 2: Termly Payments** P10 710 paid on or before 31 December 2023 (Term 1)  
P10 710 paid on or before 30 April 2024 (Term 2)  
P10 710 paid on or before 30 July 2024 (Term 3)

**Method 3:** Term 1 fees are due by:  
P3570 – 30 October 2023  
P3570 – 30 November 2023  
P3570 – 30 December 2023

**Full Term 1 fees due before the first day of the term**

**Term 2 fees are due by:**  
P3570 – 28 February 2024  
P3570 – 30 March 2024  
P3570 – 30 April 2024

**Full Term 2 fees due before the first day of the term**

**Term 3 fees are due by:**  
P3570 – 30 June 2024  
P3570 – 30 July 2024  
P3570 – 30 August 2024

**Full Term 3 fees due before the first day of the term**

- a. Failure to meet deadlines will result in students being excluded from classes
- b. No student will be allowed to write their End of Term Examinations unless all outstanding school fees balances are settled.
- c. No examination will be written outside of the scheduled times.

**NOTE:**

- ❖ There is a 7.5% discount for all annual fees cleared by 31<sup>st</sup> January 2024

**Form Two to Four**

Method 1:	Full payment	P33 120/year / year - on or before 31 December 2023
Method 2:	Termly Payments	P11 040 paid on or before 31 December 2023 (Term 1) P11 040 paid on or before 30 April 2024 (Term 2) P11 040 paid on or before 30 July 2024 (Term 3)
Method 3:		Term 1 fees are due by: P3680 – 30 October 2023 P3680 – 30 November 2023 P3680 – 30 December 2023

**Full Term 1 fees due before the first day of the term**

Term 2 fees are due by:

P3680 – 28 February 2024  
P3680 – 30 March 2024  
P3680 – 30 April 2024

**Full Term 2 fees due before the first day of the term**

Term 3 fees are due by:

P3680 – 30 June 2024  
P3680 – 30 July 2024  
P3680 – 30 August 2024

**Full Term 3 fees due before the first day of the term**

**NOTE:**

- Failure to meet deadlines will result in students being excluded from classes.
- No student in the Forms will be allowed to write their End of Term Examinations unless all outstanding school fees balances are settled.
- No examination will be written outside of the scheduled times on the timetable.

- ❖ There is a 7.5% discount for all annual fees cleared by 31<sup>st</sup> January 2024.

**Form Five**

P35 460/Year

- Method 1: Full payment P35 460/Year - on or before 30 December 2023
- Method 2: Two Termly Payments P17 730 paid on or before 30 December 2023 (Term 1)  
P17 730 paid on or before 30 April 2024 (Term 2)
- Method 3: Monthly instalment Term 1 fees are due by:  
P5910– 30 October 2023  
P5910 – 30 November 2023  
P5910 – 30 December 2023

**Full Term 1 fees due before the first day of the term**

Term 2 fees are due by:

P5910– 28 February 2024  
P5910 – 30 March 2024  
P5910 – 30 April 2024

**Full Term 2 fees due before the first day of the term**

Note:

- a. Failure to meet deadlines will result in students being excluded from classes.
- b. No student in Form 5 will be allowed to write their End of Term Examinations unless all outstanding school fees balances the term are settled
- c. No student in Form 5, will be allowed to write their 2024 End of Term 2 Examinations unless all outstanding school fees balances are settled up to 30<sup>th</sup> April 2024.
- d. No examination will be written outside of the scheduled times.
- e. Registration for 2024 IGCSE November series will only be approved once full RHISS tuition fees are paid on or before 30 April 2024.

❖ There is a 7.5% discount for all annual fees cleared by 31<sup>st</sup> January 2024

**AS/A-Level**

P50 085/Year

*Plus an Examination fee which will be provided in January as received from Cambridge international*

**AS/A-Level parents must pay all tuition fees on or before the first AS/A-Level examination paper begins.**

- Method 1: Full payment P50 085/Year - on or before 30 December 2023
- Method 2: Two Termly Payments P25 042.50 paid on or before 30 December 2023 (Term 1)  
P25 042.50 paid on or before 30 April 2024 (Term 2)
- Method 3: Monthly instalment Term 1 fees are due by:  
P8347.50 – 30 October 2023  
P8347.50 – 30 November 2023  
P8347.50 – 30 December 2023



**Full Term 1 fees due before the first day of the term**

Term 2 fees are due by:

P8347.50 – 28 February 2024

P8347.50 – 30 March 2024

P8347.50 – 30 April 2024

**Full Term 2 fees due before the first day of the term**

1<sup>st</sup> instalment of examination fees paid on or before 30<sup>th</sup> June 2024

2<sup>nd</sup> instalment of examination fees paid on or before 31<sup>st</sup> July 2024

- a. Failure to meet deadlines will result in students being excluded from classes.
- b. No student in As/A-level will be allowed to write their End of Term Examinations unless all outstanding school fees balances the term are settled
- c. No student will be allowed to write their 2024 End of Term 2 Examinations unless all outstanding school fees balances are settled up to 30<sup>th</sup> April 2024.
- d. No examination will be written outside of the scheduled times on the timetable.
- e. Registration for 2024 I As/A-level November series will only be approved once full RHISS tuition fees are paid on or before 30 April 2024.
- f. There is a 7.5% discount for all annual fees cleared by 31<sup>st</sup> January 2024
- g. **BANKING DETAILS**
  - a. The name and form of your child should be clearly stated on the deposit slip! If the deposit slip is lost and the name and form of your child had not been narrated on the deposit slip, your account may not be credited with the payment.
  - b. **Bank:** Standard Chartered Bank
  - c. **Account name:** Regent Hill Primary School
  - d. **Account Number:** 0100181849700
  - e. **Branch:** Game City
  - f. **Branch Code:** 66 – 28 – 67
  - g. **SWIFT CODE:** SCHBBWGXXXX
- h. The original deposit slip (including student's name and Form) should be availed to the school office.
- i. If you live outside Gaborone, the deposit slip can be faxed to the school on Fax number: **3919 729** or emailed to [regenthillsecondaryadmin@rhis.ac.bw](mailto:regenthillsecondaryadmin@rhis.ac.bw)
- j. *You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.*

## 7. TRANSFERS/WITHDRAWALS

If a student is to be transferred to another school or decides to stop School, it is vital that the school be notified in writing.

❖ The parent should give **one term's** notice and then:

- a. Return all school property
- b. Have a Clearance Form completed

❖ The parent should

- a. Sign an official withdrawal form in the school office.
- b. Ensure all outstanding school fees are settled.

The registration fee and development levy are **non-refundable**. School fees may be refunded if they have been paid in full and meet the terms of item number 7 stated above. All refunds will be done two weeks after request

Please feel free to contact the school for any further information or clarifications.

## 8. Multiple Child Discounts

Regent Hill International Secondary School understands the financial pressure involved in supporting more than one child, and we are pleased to offer the following discounts for parents with several children enrolled in Regent Hill International Secondary School:

1 <sup>st</sup> Child: No discount	(100% of fees)
2 <sup>nd</sup> Child: 10% discount	(90% of fees)
3 <sup>rd</sup> Child: 15% discount	(85% of fees)
4 <sup>th</sup> Child: 20% discount	(80% of fees)

Terms and conditions may apply, please see bursar if it applies to your situation.

## 9. THE SCHOOL TIMETABLE:

The school follows two-time schedules, the summer and winter schedule. The times are always communicated at the beginning of the term, they are set in consideration of climate condition.

## 10. THE DRESS CODE

It is compulsory that all students report to school neatly and tidily dressed in the prescribed School uniform. Parents/guardians are requested to buy the uniform from School shop to ensure they buy the correct colours. No student will be allowed to attend classes without proper School uniform.

### 10.1 Boys Uniform

Navy Blue Trousers  
White Shirt with Blue collar  
Navy Blue necktie (Compulsory)  
Navy Blue Jersey  
Black Leather Shoes,  
Navy Blue/Black Socks

### Girls Uniform

Navy Blue Slacks/ Skirt  
White Shirt with Blue collar  
Navy Blue necktie  
Navy Blue Jersey  
Black Leather Shoes  
White socks

**NB: Uniform should be worn with response to climate condition, No Jersey or tracksuit shall be worn during summer days. The RIGHT LENGTH SHALL BE OBSERVED, Skirts are to be at knee level and paints are supposed to be at ankle level.**

**Uniform is sold in the School Uniform Shop.**

### 10.2 Hair

Girls: Hair should be kept at shoulder length and must be neat. **Fancy hairstyles are not allowed. Only natural hair colour will be allowed.**

Boys: **Only Brush Cut or Neat Short Afro (No Mohawk, Fade/Punk).**

**Dreadlocks may be allowed only if kept neat/clean and are of natural color.**

**NO STUDENT WILL BE ALLOWED IN SCHOOL WITH INAPPROPRIATE HAIRSTYLES. Parents will be called to come and collect the child.**

### 10.3 Make-up

Make up of any nature, i.e., lipstick, nail varnish, etc. is not allowed. Nails should always be neat and cut not groomed

### 10.4 Jewellery

- a. Girls may wear only **one** pair of a plain stud. Any other jewellery is not allowed.
- b. Boys are **not** allowed to wear any jewellery at all.

**Caps are not allowed to be worn in the school only School hats are allowed, when necessary.**

**WE STRONGLY FEEL “STUDENTS SHOULD LOOK LIKE STUDENTS”**

## 11. TEXT BOOKS, EXERCISE BOOKS

- a. These shall be procured by parents. A list of prescribed books will be shared by the school, parents may consult with the list when making their purchases.
- b. The school views textbooks as teacher aids and will therefore explore other complementing tools in teaching.

## 12. EXAMINATIONS AND SCHOOL REPORTS

Each student is required to write continuous assessment tests every Friday (two subjects per afternoon) these will form CA1 of their academic record, they will also have weekly take home projects and assignments which will form CA2 of their academic record and finally they will write their end of term examinations. (See Assessment Policy); during the scheduled time. **No student will be allowed to write any test or examination (unless he/she is ill and this should be communicating in writing), outside of the scheduled timetable period.** A progress report for each child will be available for viewing and downloading in the school management system. Log in details will be communicated during child enrolment. Please note the school shall not print or provide hardcopy reports.

### 13. STUDY SESSIONS/AFTERNOON LESSONS

All students are expected to attend study sessions and afternoon lessons on scheduled days. Failure to attend study sessions or afternoon lessons without prior permission is regarded as a serious violation of the General School Rules.

### 14. PERMISSION TO BE ABSENT FROM SCHOOL

Permission to attend funerals, family emergencies, etc. must be sought by the parent/guardian of the student, in writing, **(and not the student), or the parent/guardian coming to school in person.** The School Exit Policy must be adhered to by both parents and students. Any student who is absent from school without permission or without a good reason, will be disciplined. Any student who was absent from school should ensure that his/her class work and tests are up to date upon return and the teachers will be able to facilitate.

A student who is absent for **twenty-one (21) consecutive** days without any explanation will be deleted from the school register and will be requested to reapply if he/she wishes to return.

### 15. CLINIC/HOSPITAL VISITS

The school has a SHE Officer well-equipped First Aid kit and a sick bay where a student can rest. However, if there is an emergency, the child may visit the local clinic.

### 16. BOUNDS

Students are not allowed to go outside the school compound during school hours without permission from the school authority, this will be given in the form of a Gate Pass that would need to be signed and stamped.

The following places are strictly out of bounds to all students.

- a. Night clubs
- b. Liquor restaurants
- c. Disco halls
- d. Bars and bottle stores etc.

### 17. ETIQUETTE

- a. Students are not allowed to chew in class and during study time.
- b. Students are encouraged to greet before asking for help.
- c. Students are expected to request for permission before leaving a class.

### 18. VISITS TO THE SCHOOL

- a. Parents are encouraged to visit the school to check on their children's progress. **However, an appointment should be made with the School if the visit is to be done on any other day other than the scheduled consultation day.**

- b. Parents are requested not to visit students during lesson times. However, if there is an emergency; parents are requested to report to the administration office first.

## 19. SCHOOL RULES AND REGULATIONS

RHISS has its own regulations in order to ensure a harmonious working relationship with our students. These regulations are worked out in compliance with the Ministry of Education and the department of Secondary Education, Botswana government.

### a. Behaviour

Students are expected to:

- ❖ respect teachers and other members of staff at all times.
- ❖ respect themselves and their fellow students
- ❖ be attentive in class
- ❖ contribute positively to the name and life of the School.

### b. Punctuality

Students are expected to be on time for morning assembly, class registration, class lessons, study and sports. Frequent late coming may lead to consequences not limited to manual labour.

### c. Class work and Home Work

Students are expected to dedicate their time and effort to studies. All home work should be neatly done and handed in on time for marking; failure to do that may lead to consequences.

### d. Alcohol and Drug Abuse

**There is zero tolerance on this!!!**

No student should at any time be engaged in consuming alcohol, smoking or taking any habit-forming drugs. If a student is found on the school premises under the influence of alcohol or any habit-forming drugs, **his/her space will be withdrawn immediately.**

The same consequence may follow if the student is found or seen engaging in the above while wearing our uniform or anything that may associate them with the image and brand of RHISS whilst not on our campus.

### e. Weapons and/or Fighting

**No weapon of any kind is allowed in school.** A student found in possession of a weapon of any kind will face consequences which may lead to either suspension or expulsion from school.

No student may be involved in **fighting** or use any **vulgar language** to a fellow student, teacher or any other member of staff, doing so may lead to either suspension or expulsion from School.

### f. Bullying

Bullying of any sort, verbal, physical or cyber is not tolerated in school. No student is to bully their fellow student or teacher. Bullying may lead to suspension or expulsion from school.

### g. Vandalism

Vandalism of school property will not be condoned, any learner found to have vandalised school property will be required to pay for repairs or replacement.

#### **h. Theft**

No student shall take another person's property without permission. This will be considered as theft which can lead to either suspension or expulsion from School. Severe cases may be handed over to the police.

#### **i. Inappropriate Physical Contact**

Inappropriate physical contact on School grounds is prohibited. Examples of these are: hugging, kissing, caressing and sitting on the laps of someone of the opposite or similar sex.

Students are further prohibited to engage in any form of inappropriate physical behaviour while wearing our uniform or anything that brings shame to the image and brand of RHISS regardless of their location.

Committing the above may lead to either suspension or expulsion from School.

#### **j. Cell phones and/or Other Electronic Gadgets**

Students are **not allowed** to bring valuable items to school. These items include cell phones, radios, head phones, etc. Usage of these items on school grounds will result in them being confiscated and kept in the school until the **last day of Term 3. The school authorities will not be held responsible if such valuables are lost. Students can only use School phones in case(s) of emergencies, the school phone is kept in the reception office.**

#### **k. Language Policy**

As an English Medium school, students are always expected to speak English; except during Setswana or French lessons or when an activity requires such language. A learner found to be speaking any language not permitted may be subjected to detention.

## **20. RHISS GALLERY**







**NOTE: IF YOU ARE SATISFIED WITH THE TERMS AND CONDITIONS OF THIS PROSPECTUS, YOU CAN NOW COMPLETE THE APPLICATION FORM FOR ADMISSION AT REGENT HILL INTERNATIONAL SECONDARY SCHOOL, AND APPEND YOUR SIGNATURE ON THE APPLICATION.**

**WELCOME TO REGENT HILL INTERNATIONAL SECONDARY SCHOOL!!!**