



# PROSPECTUS

## 2024 ACADEMIC YEAR

REGENT HILL INTERNATIONAL SCHOOL

METSIMOTLHABE CAMPUS





# Regent Hill International Primary School

P.O. Box 80408 Gaborone | Plot 4618, Metsimotlhabe  
Tel: 310 5187/3960320 | Fax: 391 9717 | Cell: 76 353 385

email: [inquiry.metsi@rhis.ac.bw](mailto:inquiry.metsi@rhis.ac.bw)

web: [www.rhis.ac.bw](http://www.rhis.ac.bw)

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## PROSPECTUS

### Introduction:

Regent Hill International School Metsimotlhabe is a multicultural English Medium Private School registered with the Botswana Ministry of Basic Education, and is also a registered Cambridge International School, catering for children of all nationalities from all over the world.

### Our Curriculum:

The school follows the Botswana Government Primary School Curriculum prescribed by the Ministry of Basic Education integrated with the Cambridge International Primary curriculum for enrichment. Any child coming into Regent Hill International School from any International School world-wide, should be able to cope with our curriculum as they will go through an elaborate orientation programme. Similarly, a Regent Hill International School student transferring from Botswana to any International School in globally should cope very well as all our students follow components of the Cambridge International Primary Curriculum.

### Application and Admission into Regent Hill International School:

Regent Hill International School accepts applications from children from a whole diversity of cultures and nationalities.

The following levels are in session:

- **Kindergarten and Reception:** These classes comprise children aged between 30 months and 6 years.
- **Standard One:** All children enrolling into Standard one should be 6 years by 30<sup>th</sup> June in the year of enrolment.
- **Kindergarten to Standard 7:** To be considered for admission into these classes, applicants should furnish the school office with the following:
  1. A completed application form with P200.00 registration fee (and a non-refundable P1000.00 development levy at entrance into primary school)
  2. A photocopy of the child's birth certificate
  3. Photocopies of the latest school reports
  4. A photocopy of the health card, showing child's immunization in the case of children aged 6 years or less.
  5. Two recent passport-size photographs
  6. Copy of Omang/ ID for the parent or legal guardian
  7. If you are not citizens of Botswana, you should provide the necessary documents to prove that you and your child are legally residing in Botswana.



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- **Entrance Assessment:** Entrance during the school term includes carefully designed and graded aptitude and attainment tests in Mathematics and English. Our tests are designed to assist the teachers with vital information regarding the attainment level of the child, with the view to recommending a remedial programme if need be.
- **Class Sizes:** Pupils are placed in classes of 15 to 25 children .

**Sport and Cultural Activities:** Regent Hill offers a rich diversity of sporting and cultural activities. These include, among many others, Swimming, Football, Netball, Volleyball, Tennis, Drama, Music, Dance, Martial Arts, Athletics, Chess, Cooking, Art, etc.

<p><b>Standards 1 to 6</b></p> <p>Registration Fee: P200.00 (non-refundable)</p> <p>Development Levy: P1000.00 payable once</p> <p>School Fees per Year: P21 690.00. (std1)</p> <p>School Fees per Year: P22 950.00. (std2 to std6)</p> <p>P. T. A. Levy P 200.00 ( Per Year )</p> <p><b>Refundable Text book security deposit: P1000 (terms and conditions apply)</b></p>	<p><b>Pre-School</b></p> <p>Registration Fee: P 200.00 (non-refundable)</p> <p>School Fees per Year:</p> <p>Reception P 12 150.00</p> <p>Kindergarten P11 250.00</p> <p>PTA Levy P 200.00</p>
<p><b>Standards 7 (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> term – total P23 940)</b></p> <p>School fees per Year: P23 940.00 Which should have been fully paid by April 2024</p> <p>Seven Monthly Instalments starting 31<sup>st</sup> October 2023 to clear by 30<sup>th</sup> April 2024- <b>P3420.00</b> per month <b>or</b></p> <p>P7980.00 by 31<sup>st</sup> October 2023, P7980.00 by 30<sup>th</sup> November 2023 and P7980.00 by 31<sup>st</sup> December 2023</p>	

All fees are paid in advance of the school term; if paying in instalments, the school will only allow nine instalments **excluding arrangement for Standard 7** which allows seven instalments from October to March

**Office Hours:**

Monday to Friday: 7:30am to 4:30pm  
 School Holidays: 8:00am to 3:30pm



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## Class Contact Hours: (due to covid-19 the school will adhere to the following condition)

Monday to Friday;

Pre-School	Standards 1 to 7
Full Day  7:30am to 3:30pm 3:30pm Dismissal	<b>Monday to Thursday:</b> 7:30am-3:30pm Classes in progress 09:30am-10:00am Snack Break (STD 1 &2 ) 10:00am-10:30am Snack Break (STD 3 & 4 ) 10:30am-11:00am Snack Break (STD 5, 6 & 7 ) 3:30pm Dismissal <b>Friday dismissal time for Primary is 13:00h</b>

## School Uniform

All pupils are expected to wear the school uniform. Please collect a copy of the full information on the school uniform from the school reception office. Uniform shop opens 8.30am to 3:30pm on Mondays, Wednesdays and Fridays.

## Homework:

All pupils in the school will be assigned homework on a daily basis. Each child will be issued with a homework / communication diary that will help monitor their homework on a daily basis. Parents/Guardians should use this diary to communicate progress on homework or other issues at all times. The school also uses the WhatsApp forum to assign homework. Parents should take note that the WhatsApp forum is strictly for homework communication and any urgent official communication. It is therefore not a forum for other matters not related to classwork and homework. **The WhatsApp forums are a one-way communication forum** with the Class teachers being the Group Admins.

**Stationery:** Exercise Books will be provided by the school.

**Textbooks:** Textbooks are issued and used in the classroom. However learners who would have paid the Book Security Deposit are entitled to take textbooks home or study purposes. Any textbook taken home must be returned to school each following school day.



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## SCHOOL FEES STRUCTURE

### PRE-SCHOOL

#### PRE-SCHOOL

1. There is a non-refundable registration fee of **P200.00** for new students.
2. P200.00 Non-refundable; PTA levy

#### PRE-SCHOOL

The year's fee is **P11 250.00 per Year for Kindergarten**

The year's fee is **P12 150.00 per Year for Reception**

<b>Kinder</b>	
<b>Full Payment</b>	11 250.00
<b>Method 1</b>	3750.00
	3750.00
	3750.00
<b>Method 2</b>	1875.00
	1875.00
	1875.00
	1875.00
	1875.00
	1875.00

<b>Reception</b>	
<b>Full Payment</b>	12 150.00
<b>Method 1</b>	4050.00
	4050.00
	4050.00
<b>Method 2</b>	2025.00
	2025.00
	2025.00
	2025.00
	2025.00
	2025.00

Paid by 31st October 2023 (whole year)
Paid by 31 <sup>st</sup> October 2023 (full term 1 fee)
Paid by 29 <sup>th</sup> February 2024 (full term 2 fee)
Paid by 30 <sup>th</sup> June 2024 (full term 3 fee)
Paid by 31 <sup>st</sup> October 2023
Paid by 30 <sup>th</sup> November 2023
<b>Full Term 1 fee due before first day of the term</b>
Paid by 29 <sup>th</sup> February 2024
Paid by 31 <sup>st</sup> March 2024
<b>Full Term 2 fee due before first day of the term</b>
Paid By 30 <sup>th</sup> June 2024
Paid by 31 <sup>st</sup> July 2024
<b>Full Term 3 fee due before first day of the term</b>

<b>Method 3</b>	1250.00
	1250.00
	1250.00
	1250.00
	1250.00
	1250.00
	1250.00
	1250.00
	1250.00

<b>Method 3</b>	1350.00
	1350.00
	1350.00
	1350.00
	1350.00
	1350.00
	1350.00
	1350.00
	1350.00

Paid by 31 <sup>st</sup> October 2023
Paid by 30 <sup>th</sup> November 2023
Paid by 31 <sup>st</sup> December 2023
<b>Full Term 1 fee due before the first day of the term</b>
Paid by 29 <sup>th</sup> February 2024
Paid By 31 <sup>st</sup> March 2024
Paid by 30 <sup>th</sup> April 2024
<b>Full Term 2 fee due before the first day of the term</b>
Paid by 30 <sup>th</sup> June 2024
Paid by 31 <sup>st</sup> July 2024
Paid by 31 <sup>st</sup> August 2024
<b>Full Term 3 fee due before the first day of the term</b>



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## SCHOOL FEES STRUCTURE PRIMARY SCHOOL

The year's fee is P21 690 per Year for STD 1 and STD 2-6 is P22 950.00per Year plus P200 PTA Levy

Registration Fee..... P200.00

Development Levy..... P1000.00 (and is paid upon registration prior to the term's fees)

<b>Standard 1</b>	
<b>Full Payment</b>	21 690.00
<b>Method 1</b>	7230.00
	7230.00
	7230.00

<b>Method 2</b>	3615.00
	3615.00
	3615.00
	3615.00
	3615.00
	3615.00

<b>Method 3</b>	2410.00
	2410.00
	2410.00
	2410.00
	2410.00
	2410.00
	2410.00
	2410.00
	2410.00

<b>Standard 2-6</b>	
<b>Full Payment</b>	22 950.00
<b>Method 1</b>	7650.00
	7650.00
	7650.00

<b>Method 2</b>	3825.00
	3825.00
	3825.00
	3825.00
	3825.00
	3825.00

<b>Method 3</b>	2550.00
	2550.00
	2550.00
	2550.00
	2550.00
	2550.00
	2550.00
	2550.00
	2550.00

Paid by 31 <sup>st</sup> October 2023 ( <b>Whole year</b> )
Paid by 31 <sup>st</sup> October 2023 ( <b>Full Term 1</b> )
Paid by 29 <sup>th</sup> February 2024 ( <b>Full Term 2</b> )
Paid by 30 <sup>th</sup> June 2024 ( <b>Full Term 3</b> )

Paid by 31 <sup>st</sup> October 2023
Paid by 30 <sup>th</sup> November 2023
<b>Full term 1 fee due before the first day of the term</b>
Paid by 29 <sup>th</sup> February 2024
Paid by 31 <sup>st</sup> March 2024
<b>Full term 2 fee due before the first day of the term</b>
Paid By 30 <sup>th</sup> June 2024
Paid by 31 <sup>st</sup> July 2024
<b>Full term 3 fee due before the first day of the term.</b>

Paid by 31 <sup>st</sup> October 2023
Paid by 30 <sup>th</sup> November 2023
Paid by 31 <sup>st</sup> December 2023
<b>Full term 1 fee due before the first day of the term</b>
Paid by 29 <sup>th</sup> February 2024
Paid By 31 <sup>st</sup> March 2024
Paid by 30 <sup>th</sup> April 2024
<b>Full term 2 fee due before the first day of the term</b>
Paid by 30 <sup>th</sup> June2024
Paid by 31 <sup>st</sup> July 2024
Paid by 31 <sup>st</sup> August 2024
<b>Full term 3 fee due before the first day of the term</b>



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## STD 7 SCHOOL FEES STRUCTURE

The year's fee is **P23 940 per Year for STD 7** plus **P200 PTA LEVY**

**NB: Please observe the dates by which payments must be made.**

All Standard 7 students, before being registered for PSLE, are required to have paid 100% of the year's fees by 30<sup>th</sup> April 2024

<b>Standard 7</b>	
<b>Full payment</b>	23 940.00
<b>Method 1</b>	7980.00
	7980.00
	7980.00

Paid by 31 <sup>st</sup> October 2023 ( <b>Whole year</b> )
Paid by 31 <sup>st</sup> October 2023 ( <b>Full Term 1 fees</b> )
Paid by 31 <sup>st</sup> December 2023 ( <b>Full Term 2 fees</b> )
Paid by 29 <sup>th</sup> February 2024 ( <b>Full Term 3 fees</b> )

<b>Method 2</b>	3420.00
	3420.00
	3420.00
	3420.00
	3420.00
	3420.00
	3420.00

Paid by 31 <sup>st</sup> October 2023
Paid by 30 <sup>th</sup> November 2023
Paid by 31 <sup>st</sup> December 2023
Paid by 31 <sup>st</sup> January 2024
Paid by 29 <sup>th</sup> February 2024
Paid by 31 <sup>st</sup> March 2024
Paid by 30 <sup>th</sup> April 2024

**NB:**

- **7.5% ANNUAL DISCOUNT APPLIES UP UNTIL 31<sup>ST</sup> JANUARY 2024.**
- For new students, registration fee is P200 and a non-refundable development levy of P1000.00
- Children owing on the monthly instalments will not be permitted to sit for the monthly examinations and may have their classroom schedule interrupted.
- Parents/Guardian who collect their children from school after 5 pm will be charged P100.00 per day per child.



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**NB:** Please observe the dates by which payments must be made.

1. Parents are to select their Method of Payment and adhere to it. For example: If you have not cleared the fees by the start of the term, you automatically fall into the instalment method. All children with outstanding fees will not be allowed to sit in class.
2. Fees for the current year must be cleared before any payments can be credited for the next year.
3. Please deposit school fees in the School Account at any Bank Gaborone Branch at your own convenience and avail the deposit slip to the office. (Banking details below)

The name and standard of your child should be clearly stated on any deposit slips! If the deposit slip is lost and the name and standard of your child had not been narrated on the deposit slip, your account may not be credited with the payment.

Bank: Bank Gaborone  
Account name: Regent Hill Primary School  
Account Number: 8000835535  
Branch: Airport junction  
Branch Code: 20-05-67

4. The original deposit slip (including the child's name and the Standard should be availed to the School Finance Office for invoicing.
5. If you live outside Gaborone, the deposit slip can be emailed to the school at [s.thela@rhis.ac.bw](mailto:s.thela@rhis.ac.bw) or [enquiry.metsi@rhis.ac.bw](mailto:enquiry.metsi@rhis.ac.bw) or fax 3919717 or Whatsapp 76353385
6. *You can also pay by swiping at the school. For security reasons, the school does not accept cash payments.*
7. We require a full term's notice in writing before your child is considered withdrawing from the school. A one month notice in writing may be accepted if sufficient supporting evidence as to the reason of transfer is provided with the transfer request.
8. The registration fee and development levy are non-refundable. School fees may be refunded if they have been paid in advance and meet the terms of item number 9 stated above.
- 10.1A) In the case fees have been paid in advance ,
  - B) the the child has attend lesson for any prt of the month,
  - C) Supporting evidence to the reason of transfer have been provided, equivalent of a month fees will be deducted from the the amount to be refunded.





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9. *For all children from any Regent Hill Schools there is a 50% discount on Development Levy*
10. Please feel free to contact the school on 76353385/77037713 or 3105187/3960320 for any further information or clarifications.

### **Multiple child Discounts**

Regent Hill School understands the financial pressure entailed with supporting more than one child, and we are pleased to offer the following discounts for parents with several children enrolled in Regent Hill School. Terms and conditions may apply, please see bursar if it applies to your situation.

1 <sup>st</sup> /oldest 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> /youngest child: 20% discount	(80% of fees)

### **PTA LEVY**

**NB: PTA LEVY IS COMPULSORY AND NON REFUNDABLE IT SHOULD BE SWIPED IN THE SCHOOL ACCOUNTS OFFICE OR PAID DIRECTLY INTO THE PTA ACCOUNT:**

**Bank: STANBIC BANK**  
**Account name: Regent Hill Primary School**  
**Account Number: 9060003155981**  
**Branch: Mogoditshane Branch**



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Please note the following information:

### **School Uniforms:**

Are available in the school, details available at the office

### **Exercise books and note books will be provided by the school**

Please kindly assist in covering the books upon receiving

Please ensure that you procure the following for your child:

### **Pre school, Standard 1, 2 & 3**

- 20 pockets view file
- 30cm transparent ruler
- 12 pack full length colour pencil/Crayons
- HB pencil, sharpener
- A clean eraser

### **Standard 4 to 7**

- Pen (black/blue)
- 30cm transparent ruler
- 12 pack full length colour pencil
- file
- HB pencils
- A clean eraser
- A fully equipped Mathematics instruments set



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### **List of items to bring for pre-school**

- **A box of tissues**
- **Vaseline or lotion (depending on what the parent prefers)**
- **A face cloth**
- **A change of clothes**
- **A blanket or sheet**

### **LIST OF ITEMS TO BRING FOR STANDARD 1 AND 3 PUPILS**

- **A box of tissues**
- **Vaseline or lotion (depending on what the parent prefers)**
- **Wet wipes**
- **Toilet paper**
- **Hand wash**



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## **DECLARATION BY PARENT/LEGAL GUARDIAN:**

1. I understand that school fees is prepaid for a term, and must be paid before the first day of each term.
2. I understand that school fees is paid in maximum of three instalments,(method 1,2and 3) refer to page 3and 4.
3. It is my contractual responsibility to pay fee on time to ensure that my child is not sent out of class for nonpayment of fees
4. That I have read and fully understood all the terms and conditions elaborated in the school prospectus

Names: \_\_\_\_\_ Surname: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FATHER		MOTHER		LEGAL GUARDIAN	
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