



PROSPECTUS

2024 ACADEMIC YEAR

REGENT HILL INTERNATIONAL
SCHOOL

MOLEPOLOLE CAMPUS.

ABOUT OUR

SCHOOL



Get in touch!

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INTRODUCTION

Regent Hill International Primary School (RHIPS) is a multicultural English Medium Private School registered with the Botswana Ministry of Basic Education. Our school is also a Cambridge Registered International School. RHIPS caters for boys and girls between the ages of 5 and 13 years of all nationalities, religions and cultures from around the world.

Our facilities include spacious classrooms, a modern computer suite, a competitive swimming pool, modern well equipped play areas in both Pre-school and Primary school with ample space for future developments in the sports area.

We offer a wide range of indoor and outdoor activities and most importantly professional, dedicated and committed staff. The school is community based and pupils participate in many community events around Molepolole.

MISSION

To sustainably foster a modern School environment where children initiate, explore, develop and take responsibility for their learning through Excellence, Creativity, Integrity and Self Reliance.

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.

As an inclusive school we aim to provide a happy, caring, safe and a stimulating learning environment which will enable each child to develop to his or her full potential-academically, socially, emotionally, physically and spiritually as they become responsible citizens. This will be achieved by according all our pupils' equal opportunities to a broad **Cambridge Primary International Curriculum** which is tailored to meet their individual needs and abilities, coupled with access to a wide range of extra curricula activities.

We aim to foster in all pupils:

- ◆ Respect for themselves
- ◆ Respect for other people and
- ◆ Respect for the environment in which they live and raise each child's self-esteem and confidence to help them realize that they are valued members of our school community. High
- ◆ standards of achievement through a holistic and appropriate curriculum that is recognized globally.

The development of each child's potential is reflected in the strong relationships which we attempt to foster within the school and, indeed with our parents and other bodies that support the work of the school.

These values are inherent in all areas of school life and provide the basis for and are implicit in all school policies. All members of staff in Regent Hill International Primary School share these ideals, values and beliefs. We value the contribution made to school life by each individual child.

OUR BROAD AIMS

1. To fulfill the school vision, each child will be helped to develop as

- ◆ an individual
- ◆ a contributor to society
- ◆ a contributor to the economy and the environment at large.

2. To develop in each child the following skills:

- ◆ Reading and writing
- ◆ Communication
- ◆ Research
- ◆ Using mathematics and science
- ◆ Using ICT
- ◆ Thinking skills
- ◆ Managing information for problem solving and decision making
- ◆ Creativity, Cooperative and collective effort through working with others and self-management

3. To foster the following:

- Attitudes and values
- Personal responsibility Self confidence
- Tolerance and respect for others
- Commitment, determination and resourcefulness
- Community spirit
- Integrity Independence
- Honesty
- Openness to new ideas

4. Ultimately, we aim to provide a stimulating, relevant and enriching learning experience with equality of access for each child so they can develop an enthusiasm for learning as a lifelong process.

OUR CURRICULUM

The school offers enrollment in Pre-school (Kindergarten and Reception classes) and all Primary classes (Standard 1 to 7).

Pupils are exposed to a blend of both the Primary Cambridge Syllabus (in Mathematics, Science and English as a Second Language) and the Botswana Local Syllabus in the remaining subjects.

Any child coming into Regent Hill from English Medium institutions world-wide will be able to cope with our curriculum as they will go through an elaborate orientation programme. As part of this curriculum pupils are taught the following areas of learning.



	CAMBRIDGE SUBJECTS	LOCAL SYLLABUS	ENRICHMENT/ SPECIALIST SUBJECTS
For All Primary Classes	<ul style="list-style-type: none"> - Science - Mathematics - English As A Second Language 	<ul style="list-style-type: none"> - Cultural Studies - Setswana - Religious and Moral Education (Standard 5-7) - Agriculture 	<ul style="list-style-type: none"> - French - Physical Education and Sport - Art - Music - ICT (Computers)

Sport and Cultural Activities: Regent Hill offers a rich diversity of sporting and cultural activities. These include, among many others

- Swimming
- Football
- Netball
- Volleyball
- Cricket
- Drama Music
- Athletics
- Chess
- Art, etc.

HOME ASSIGNMENTS

All pupils in the school are regularly given assignments to complete at home. Each child is issued with a Homework Diary that will help monitor their homework on a daily basis.

Parents/Guardians use this diary to communicate progress on homework or other issues at all times.

STATIONERY

Standard 1 - 2

The school provides the following stationery items to standard 1 - 2:

- All Exercise Books for regular class work and for home assignments.
- Expendables (such as pencils, rubbers, rulers, sharpeners, crayons) are issued to Pre- school and Standard 1 to 2 classes only.
- **In some cases parents may be requested to subsidize other stationery items as per the class teacher's needs.**

Standard 3 – 7

- Standard 3 – 7 are provided with ALL exercise books they require.
- Students provide their own expendable stationary items such as rulers, pens, pencils, pencil colours, MATHs Sets, rubbers etc.

EDUCATIONAL TRIPS AND TOURS

RHIPS appreciates the importance of undertaking field trips as a way of consolidating the learning process. As such, children are taken on Educational Trips and Excursions while Prefects are taken on a week-long boot camp. Such trips and camps are either locally based or may take the form of a regional tour. All trips arranged are strictly aligned to support learning outcomes in the classrooms.

APPLICATION AND ADMISSION INTO REGENT HILL

RHIPS accepts enrollment applications from children of a whole diversity of cultures and nationalities.

The following levels are in session:

- **Kindergarten and Reception:** These classes comprise of children aged between 30 months and 6 years.
- **Standard 1:** All children enrolling into Standard one should turn 6 years by June 30th of the year enrollment is sought. All new Standard 1 entrants are required to attend orientation on a day to be advised prior to the school opening for the year.
- **Standard 2 to Standard 6:** Enrollment into these classes will depend on availability of space and the applicant presenting a transfer certificate from the previous school.
- **Standard 7.** The school will not accept enrollment straight into Standard 7 except under special circumstances.
- **Entrance Assessment:** All new Standard 2-6 Entrants into RHIPS will undergo 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.

ASSESSMENT

RHIPS has an elaborate assessment program for all learners in primary school. Our assessments start at Standard 1 and end with the final examination in Standard 7. All end of year assessments are designed for promotion into the next level. Monthly and end of term assessments also prepare children for promotion into the coming year. Progress reports are issued with every assessment that is given.

Our assessments shall take the following structure at end of every term:

- **MATHEMATICS:** 3 components namely Multiple Choice, Structured and Mental Maths.
- **ENGLISH AND SETSWANA:** 3 components (Structured, Multiple Choice, Composition/Letter and Reading (Standard 1-4))
- **SCIENCE, CULTURAL STUDIES, SOCIAL STUDIES, AGRICULTURE, RELIGIOUS AND MORAL EDUCATION:** 2 components; Structured and Multiple Choice.
- **FRENCH:** 3 components, Structured and Multiple Choice and Reading.
- **ALL OTHER ENRICHMENT SUBJECTS (Music, PE, ART, ICT):** 2 components, a blend of Structured and Multiple Choice and Practical.

In addition to the above, monthly assessments will be taken together with daily exercises given to learners. In each case, parents will be kept abreast of children's progress by:

- End of Month Progress Reports.
- End of Term Progress Reports
- Parent/Teacher Consultation every term. Similar consultation can be scheduled at the behest of the teacher or parent by appointment any time before the scheduled regular consultation day.

ADMISSION REQUIREMENTS

For all admissions, the following are a requirement.

1. A completed application form with non-refundable P 100.00 registration fee.
2. Non-refundable P 500 development levy for primary school only
3. Refundable Book Security Levy P 600. Refundable upon leaving the school. Ts & Cs apply.
4. A photocopy of the child's birth certificate
5. Photocopies of the latest school reports (Primary Only)
6. Copy of ECE Certificate.
7. Transfer Card from previous school.
7. A photocopy of the health card, showing child's immunization in the case of children aged 6 or less.
8. Two recent passport-size photographs
9. Copy of Omang/ID (parent/legal guardian)
10. 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.

Class Sizes: We endeavor to keep our classes small and manageable. Pupils are placed in classes of 15 to 25 children.

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FEES & LEVIES

	PRE-SCHOOL	STANDARDS 1 TO 7
Registration Fee	P 100 (Non-refundable)	P 100 (Non-refundable)
Development Levy	N/A	P 500 (Once-off)
Sports Levy	P 300 (Annual) P 100 (Per term)	P 300 (Annual) P 100 (Per term)
P.T.A.	P 100 (Annual)	P 100 (Annual)
Book Security Deposit/ Caution Fund	N/A	P 600 (T & Cs Apply) Refundable
School Fees Per Term	Kindergarten P 3,510 Reception Class P 4,020	STD 1 P 5,610 STD 2 - 6 P 5,970 STD 7 P 6,300
Meals (Optional for Primary)	Inclusive with school fees	P 1,350 per term/ P 450 monthly (Lunch only, optional)

PAYMENT TERMS

The school now requires all fees for the term to be fully paid before the commencement of the term (Pre-payment Plan).

For All New Parents Joining in 2024.

In order to make up for the adjustment, the full fees for 2024 will be accepted in monthly installments up to August 2024 so as to allow a smooth transition of fees payment for Term 1 2024 from the month of September to December 2024. **Kindly refer to the schedule below.**

Standard 7 learners are required to pay all fees for the year within the first two terms of the year (See schedule of payments below).

Fees for the term must be cleared first before any payments can be credited for the following term.

Discounts are available for early settlement of fees as follows:

- Full fees paid for the whole year by beginning of Term 1: 7.5% discount allowed.

Children not fully paid will not be accepted in class

SCHOOL FEE STRUCTURE

KINDLY NOTE

Regent Hill International Primary School is shifting (from the current system whereby the current term's school fees are being paid during the course of the term) to a pre-payment plan where fees for the term will be fully paid before the commencement of the term. We are introducing a new schedule which will ensure that fees are paid in advance for any term in question. To achieve this goal, we have set a payment schedule that will allow parents to complete the Year school fees by August ending as follows



PRE-SCHOOL (KINDERGARTEN CLASSES) Applicable to new parents only. Existing parents are expected to be on the advance payment plan already from 2023.

FULL PAYMENT P3 510.00		INSTALLMENTS	
	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2023	P 1,170
	2	30/11/2023	P 1,170
	3	31/12/2023	P 1,170
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	28/02/2024	P 1,170
	5	31/03/2024	P 1,170
	6	30/04/2024	P 1,170
<i>Note: Full Term 2 fees due before first day of the Term</i>			
Term 3	7	30/06/2024	P 1,170
	8	31/07/2024	P 1,170
	9	30/08/2024	P 1,170
<i>Note: Full Term 3 fees due before first day of the Term</i>			

PRE-SCHOOL (RECEPTION CLASSES)

FULL PAYMENT P4020.00		INSTALLMENTS	
	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2023	P 1,340
	2	30/11/2023	P 1,340
	3	31/12/2023	P 1,340
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	28/02/2024	P 1,340
	5	31/03/2024	P 1,340
	6	30/04/2024	P 1,340
<i>Note: Full Term 2 fees due before first day of the Term</i>			
Term 3	7	30/06/2024	P 1,340
	8	31/07/2024	P 1,340
	9	30/08/2024	P 1,340
<i>Note: Full Term 3 fees due before first day of the Term</i>			

PRIMARY SCHOOL STANDARD 1

FULL PAYMENT P5610.00		INSTALLMENTS	
	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2023	P 1,870
	2	30/11/2023	P 1,870
	3	31/12/2023	P 1,870
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	28/02/2024	P 1,870
	5	31/03/2024	P 1,870
	6	30/04/2024	P 1,870
<i>Note: Full Term 2 fees due before first day of the Term</i>			
Term 3	7	30/06/2024	P 1,870
	8	31/07/2024	P 1,870
	9	30/08/2024	P 1,870
<i>Note: Full Term 3 fees due before first day of the Term</i>			

PRIMARY SCHOOL STANDARD 2 - 6

FULL PAYMENT P5 970.00		INSTALLMENTS	
	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2022	P 1,990
	2	30/11/2022	P 1,990
	3	31/12/2022	P 1,990
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	28/02/2024	P 1,990
	5	31/03/2024	P 1,990
	6	30/04/2024	P 1,990
<i>Note: Full Term 2 fees due before first day of the Term</i>			
Term 3	7	30/06/2024	P 1,990
	8	31/07/2024	P 1,990
	9	30/08/2024	P 1,990
<i>Note: Full Term 3 fees due before first day of the Term</i>			

PRIMARY SCHOOL STANDARD 7

Standard 7 Special Payment Plan.

Please note that the Fees for Standard 7 for the whole year at P6 300 per term will be paid over two terms at P9 450.00 per term as per schedule below.

FULL PAYMENT P9 450.00		INSTALLMENTS	
	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2023	P 3,150
	2	30/11/2023	P 3,150
	3	31/12/2023	P 3,150
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	28/02/2024	P 3,150
	5	31/03/2024	P 3,150
	6	30/04/2024	P 3,150
<i>Note: Full Term 2 fees due before first day of the Term</i>			

IMPORTANT

All Standard 7 students are required to have paid the year's fees by 30th August. All children with outstanding fees will not be allowed to sit in class.

THE SCHOOL IS A CASH FREE INSTITUTION. NO CASH OR CHEQUE PAYMENTS WILL BE ACCEPTED AT THE SCHOOL.

Please use any of the following payment methods for your convenience:

1. Direct deposit into the School Account at any Bank Gaborone Branch and avail the deposit slip to the school accounts office.
2. Online banking.
3. Swiping at the school.

In the case of methods 1 and 2 above, please avail proof of payment to the school accounts office to obtain a payment receipt.

The name and class of your child should be clearly stated on the deposit slip! 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 School
Account Number	8000924557
Account Type	CHK
Branch	Airport Junction
Branch Code	20-18-67

For your
convenience,
Airport Junction
Branch
is open from 8AM
until
5PM.

The original deposit slip (including the child's name and class) should be availed to the School Office.

TRANSFER OF CHILDREN OUT OF RHIPS

WE REQUIRE A FULL TERM'S NOTICE IN WRITING BEFORE YOUR CHILD IS CONSIDERED WITHDRAWN 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.

Failure to give notice and supporting evidence for transfer will result in all refunds being withheld.

Children from any Regent Hill Schools are granted a 50% discount on Development Levy Please feel free to contact the school for any further information or clarifications.

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 Primary School (Terms and Conditions may apply, please see the bursar if it applies to your situation):

1st/oldest child: No discount	100% of fees
2nd child: 10% discount	90% of fees
3rd child: 15% discount	85% of fees
4th/youngest child: 20% discount	80% of fees

OFFICE HOURS

Monday to Friday: 7:30 AM to 4:30 PM
School Holidays: 8:00 AM to 3:30

CLASS CONTACT HOURS

	Summer Months (Term 1 and 3)	Winter Months (Term 2)
All Classes	7:30 AM to 3:30 PM Children are collected from school up to 4:00 PM.	8:00 AM to 3:30 PM Children are collected from school up to 4:00 PM.

Additional Information

Mondays and Wednesdays	Lessons up to 1:00 PM	Remedial classes from 2:00 to 3:30 PM
Tuesdays and Thursdays	Lessons up to 1:00 PM	Sports/clubs from 2:00 to 3:30 PM
Fridays	School dismisses at 1:30 PM	

TRANSPORT: The school offers transport to and from school. Inquire from the school office in this regard.

SCHOOL UNIFORM

It is policy at Regent Hill International Primary School that every child must wear designated school uniform and parents' cooperation with regard to this policy would be much appreciated. The policy of pupils wearing uniform aims to:

- Give children identity and help make them feel part of the school community
- Allow them to feel pride in themselves
- Add to the overall ethos and atmosphere of the school
- Promote equality by ensuring that pupils do not feel different in the clothes that they wear
- Take the pressure off parents with regards to providing clothes each day for their children to wear.
- Help with child protection, security and Health and Safety as our pupils can easily be recognized and distinguished

APPEARANCE

- Uniform must be worn in a tidy manner, Shirts tucked into trousers/ skirts.
- No pierced jewellery of any kind may be worn in school.
- Children are permitted to wear a watch but no bracelets, wrist chains or rings.
- Wearing make-up of any kind, including nail varnish to school is not allowed. Hair styles must be tidy and natural in color.

The following is our uniform:

Boys

- Navy blue trouser
- White embroidered shirt
- Tie
- Sun hat
- Navy blue embroidered tracksuits
- Navy blue short (P.E)
- Colored house P.E golf shirt
- White golf shirt
- Navy blue swimming costume with logo
- Navy blue with orange stripe school belt
- Navy blue with orange stripe socks
- Navy blue embroidered Jersey

Girls

- White embroidered shirt
- Checked skirt
- Tie
- Sun hat
- Navy blue embroidered tracksuits
- Navy blue short (P.E)
- Colored house P.E golf shirt
- White golf shirt
- Navy blue swimming costume with logo
- Navy blue with orange stripe socks
- Navy blue embroidered Jersey

P.E UNIFORM (BOYS & GIRLS)

P.E uniform must be worn for all P.E sessions for health and safety reasons. Uniform is available at the school.

ACCEPTABLE HAIR STYLES.

Only decent Hair styles are allowed in school.

For Girls: Short plaits or short cropped hair. Long braids are not allowed. Plaiting that over hangs covering part of the face should be avoided.

For Boys: Short hair (brush cut) is allowed. Hair tattoos, fancy cuts (Mohawks) or dreadlocks are not allowed.

GENERAL UNIFORM SCHEDULE

	BOYS	GIRLS	GIRLS PRE-SCHOOL
MONDAY WEDNESDAY FRIDAY	Navy blue Pants White embroidered school shirt School socks Black school shoes	Checked skirts White embroidered school shirt School socks Black school shoes	Checked Tunic School socks Black school shoes
TUESDAY THURSDAY	Navy blue P.E Shorts White P.E T-Shirt		Navy blue P.E Shorts Yellow/Red P.E T-Shirt

VISITS TO THE SCHOOL

We consider the involvement of parents in the education of their children as critically important and to this end we inform parents as fully as possible about their children's progress. However visits to school for consultation shall be allowed provided:

- That appointments are scheduled at times outside class contact hours. Staff /Teachers are not allowed to consult during contact times.
- That consultation is within the stipulated times and schedules. Parents are free to consult on days other than the scheduled consultation days, but have to appoint with the teacher in advance.

New parents are required to attend an induction at the beginning of the year.

New learners attend an orientation at the beginning of the year on a date that will be advised.

Parents and pupils will be welcome to view the school premises with the Principal.

All parents are required to attend our Parent Meet the Teacher event at the beginning of the year.

By applying to Regent Hill School Primary School, parents have indicated a preference for this school and are signifying acceptance of its vision, aims, philosophy, standards and policies.

LIST OF ITEMS TO BRING FOR PRE-SCHOOL PUPILS

- A box of tissue
- Vaseline or lotion (depending on what the parent prefers) Wet
- wipes
- A change of clothes
- Blanket or fleece
- Face Mask
- Snacks from the following list to be kept in a sealed plastic container: Fruit
 - Simba chips
 - Yoghurt
 - Dried fruit
 - 100% fruit/vegetable juice
 - Bottled water

