



Regent Hill International School

P.O. Box 80513 Gaborone | Plot No: 2706, Metlhabeng, Tlokweng

Tel: 395 9445| Fax: 391 9729| Cell: 72 899 921

email: enquiry.pretlokweng@rhis.ac.bw

web: www.rhis.ac.bw

2024 ACADEMIC YEAR PROSPECTUS



TLOKWENG CAMPUS (Pre-School)

ABOUT OUR SCHOOL

MOTTO

Every child is potentially the light of the world.

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.

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

Our objective for the future of Regent Hill International School is to sustainably foster and support:

- Modern school environments where children initiate, explore, develop and take responsibility for their own learning.
- A deep understanding of and respect for cultural diversity.
- A highly skilled and enthusiastic teaching team.
- A challenging yet entertaining, relevant high quality and at the same time comprehensive curriculum that will stimulate high achievement for all our pupils.

CONTACT INFORMATION

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Tel: 395 9445 Fax: 391 9729 Cell: 72 899 921

Regent Hill International School - Tlokweng

enquiry.pretlokweng@rhis.ac.bw

PRINCIPAL'S WELCOME

Dear Parent/Guardian



Thank you for considering Regent Hill International Preschool, Tlokweng for your child's educational foundation. We look forward to welcoming you and your child to our School in 2024.

Regent Hill International Preschool 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. Learners 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 learners 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 learners, 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. We look forward to working with you to ensure that your child will recall his/ her school days with pleasure.

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

THE SCHOOL CURRICULUM

The Pre-School Curriculum consists of six areas of learning:

- Language Development and early learning literacy
- Personal, Social and Emotional development
- Physical, creative and aesthetic development
- Early Mathematical Development and science process skills
- Health, Nutrition and safety
- **Moral and Spiritual Guidance:** We foster the language of virtues to our children at an early age. This helps in bringing out the best character in every child. They adopt the positive attitude of trust, love, forgiveness and appreciation.

We also offer;

- A wide range of **Extra-Curricular** activities such as; Swimming, French, Computers and Music.
- **Sport and Cultural Activities:** Regent Hill offers a rich diversity of sporting and cultural activities. These include, among many others, Ball games, Racing, Jungle gym activities, Drama, Music, Dance, Judo, Athletics, Chess, Cookery classes and Art.

Indoor and outdoor activities

- Organized free play
- Playground activities
- Nature walks
- Story telling



Special Enrichment Programs: * Field trips * Special guest visitors * Talent shows

APPLICATIONS AND ADMISSION INTO REGENT HILL INTERNATIONAL PRE-SCHOOL

We take the following groups: **Kindergarten** (Ages: 2 to 3), **Middle** (Age: 4) and **Reception** (Ages: 4 and 1/2 to 5+).

- For admission into these classes, applicants should furnish the school office with the following:
 - A completed application form with P200.00 registration fee
 - A photocopy of the child's birth certificate
 - Photocopies of the latest school reports
 - A photocopy of the health card, showing child's immunization in the case of children aged 6 or less.
 - Two recent passport-size photographs
 - Copy of Omang/ID (parent/legal guardian)
 - 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.
- **Entrance Assessment:** We have assessment sessions which features shorter, more game-like activities and simplified scoring procedure.
- **Class sizes:** Pupils are placed in classes of 15 to 25 children, with 2 Teachers.

HOMEWORK

All pupils in the school are required to do some homework at home. Children will be issued with a homework diary that will help monitor their homework on a weekly basis and on demand. Parents/ Guardians should use this diary to communicate progress on homework or other issues at all times.

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 student should give **one term's** notice and then:
 - Return all school property.
 - Have a Clearance Form completed.
- The parent should
 - Sign an official withdrawal form in the school office.
 - Ensure all outstanding school fees are settled.

SCHOOL UNIFORM

All pupils are expected to wear school uniform. All uniforms can be purchased in the school uniform shop at our Block 9 campus (See attached price list). **Sunhats are compulsory for every child.**



BOYS

- Navy blue trousers/Short
- White shirt long and short
- House P.E T-Shirt
- P.E Shorts Navy Blue
- Socks
- Jersey
- Tracksuit

GIRLS

- Dress
- Jersey
- Tracksuit
- Socks
- Sunhat
- House P.E T-Shirt



SCHOOL FEE STRUCTURE

- Regent Hill International Preschool School is a private school that relies on fees paid by parents/guardians to pay its staff, purchase resources and finance other activities.
- **RHIPreS is operating a pre-paid system of paying fees.** Therefore, Parents/Guardians are required to pay up **all term fees before the beginning/commencement of the term.**
- **Parents/Guardians who do not pay before this scheduled time will be requested to keep their child at home until the payment is honored.**
- 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.
- After an **absence from school for twenty-one (21) consecutive days**, the child will be withdrawn from school.
- There is a non-refundable registration fee of P200.00 for new students.

Kindergarten & Middle Classes 1 & 2 (Ages 2 to 4 years)

Method 1: ANNUAL PAYMENT: P12240/ year – on or before 30 October 2023

Method 2: TERMLY PAYMENTS: P4080 per Term – on or before 30 October 2023
P4080 per 2nd term – paid on or before 30 April 2024
P4080 per 3rd term – paid on or before 30 July 2024

Method 3: Term 1 fees are due by:

- 30 October 2023 – P1360
- 30 November 2023 – P1360
- 30 December 2023 – P1360

Full Term1 fees due before the first day of the term.

Term 2 fees are due by:

- 28 February 2024 – P1360
- 30 March 2024 – P1360
- 30 April 2024 – P1360

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

Term 3 fees are due by

- 30 June 2024 – 1360
- 30 July 2024 – P1360
- 30 August 2024 – P1360

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

SCHOOL FEE STRUCTURE RECEPTION

Reception Class Fees (Ages 4 ½ to 6 years)

Method 1: ANNUAL PAYMENTS: P13230/ year – on or before 30 October 2023

Method 2: TERMLY PAYMENTS: P4410 1st Term – on or before 30 October 2023
P4410 2nd term – paid on or before 30 April 2024
P4410 3rd term – paid on or before 30 July 2024

Method 3: Term 1 fees are due by:
- 30 October 2023 – P1470
- 30 November 2023 – P1470
- 30 December 2023 – P1470
Full Term1 fees due before the first day of the term.

Term 2 fees are due by:
- 28 February 2024 – P1470
- 30 March 2024 – P1470
- 30 April 2024 – P1470
Full Term 2 fees due before the first day of the term.

Term 3 fees are due by
- 30 June 2024 – P1470
- 30 July 2024 – P1470
- 30 August 2024 – P1470
Full Term 3 fees due before the first day of the term

NOTE

- There is a 7.5% discount for all annual fees cleared by 31st January 2024.

Please observe the dates by which payments must be made.

- 1. Parents are to select their Method of Payment and adhere to it. Children with outstanding fees will not be allowed to attend lessons and sit for exams.**
2. Fees for the current term must be cleared before any payments can be credited for the next term.
3. Please deposit all school fees in the School Account at any Bank Gaborone Branch and avail the deposit slip at the office. (Banking details below)

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

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).

| | |
|-----------------------|----------------------------|
| Bank | Bank Gaborone |
| Account Name | Tlokweng Pre-School |
| Account Number | 8001088461 |
| Branch | Airport Junction |
| Branch Code | 20-18-67 |

4. The original deposit slip (including the child's name and class) should be availed to the school office.
5. If you live outside Tlokweng, the deposit slip can be faxed to the school on Fax number: 3 919 729 or emailed to enquiry.pretlokweng@rhis.ac.bw.
6. ***You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.***
7. **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. **REFUNDS WILL BE PROCESSED TWO WEEKS AFTER A REQUEST IS MADE.**
8. The registration fee is non-refundable. School fees may be refunded if they have been paid in advance and meet the terms stated under Transfers/Withdrawals.
9. Please feel free to contact the school for any further information or clarifications.

MULTIPLE CHILD DISCOUNTS

Regent Hill International 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 our 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 20% discount | 80% of fees |

LIST OF ITEMS TO BRING FOR PRE-SCHOOL PUPILS

- A box of tissue once a term
- Vaseline or lotion (depending on what the parent prefers)
- A change of clothes
- Homework file
- Pencil case (pencil, eraser, sharpener, twist crayons) in order to avoid sharing.
- **Snacks from the following list to be kept in a sealed plastic container:**
 - Fruit
 - Simba chips
 - Peanuts and raisins
 - Yoghurt
 - Sandwich
 - Dried fruit
 - 100% fruit/ vegetable juice
 - Bottled water

PLEASE NOTE THE FOLLOWING

- No cooked food such as fresh chips, rice, pasta to be packed for the children.
- All students are provided with breakfast and lunch.

- Parents of students with a special diet are kindly requested to pack the specific/required diet for their child.
- Parents are advised to keep their child/children at home when they are not feeling well.
- There will be a penalty for every child picked up after the stipulated times. (1630hrs- 1700hrs P50, 1700hrs- 1730hrs P100, 1730hrs- 1800hrs P150).

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 PRIMARY SCHOOL AND APPEND YOUR SIGNATURE ON THE APPLICATION.

WELCOME TO REGENT HILL INTERNATIONAL TLOKWENG PRESCHOOL!!!

