



PROSPECTUS

2021 ACADEMIC YEAR

REGENT HILL INTERNATIONAL SCHOOL

METSIMOTLHABE CAMPUS



ABOUT OUR SCHOOL



Get in touch!

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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 Cambridge International School, catering for children of all nationalities from all over the world.

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

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.

OUR CURRICULUM

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

APPLICATION AND ADMISSION INTO REGENT HILL INTERNATIONAL SCHOOL

Regent Hill International Primary 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 24 months and 6 years.
- **Standard One:** All children enrolling into Standard one should be 6 years by 31 June 2021.
- **Kindergarten to Standard 7:** To be considered for admission into these classes, applicants should furnish the school office with the following:
 - A completed application form with P 200 registration fee (and a non-refundable P 1,000 development levy at entrance into primary school)
 - 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 years or less.
 - Two recent passport-size photographs
 - Copy of Omang/ID for the parent or 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:** 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 and satisfy the Ministry Of Health and Wellness' COVID-19 protocols.

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, Athletics
- Music, Dance, Martial Arts
- Drama, Chess, Cooking, Art, etc.

2021 FEES & LEVIES

	PRE-SCHOOL	PRIMARY
Registration Fee	P 200 (Non-refundable)	P 200 (Non-refundable)
Development Levy	N/A	P 1000 (Once-off)
P.T.A. Levy	P 200	P 200 (Annual)
Refundable Textbook Security Deposit	N/A	P 400 (Ts & Cs Apply)
School Fees Per Year	Kindergarten P 8,250 Reception Class P 8,850	STD 1 P 16,950 STD 2 - 6 P 17,850 STD 7 P 18,600

All fees are paid in advance of the school term; if paying in installments, the school will only allow nine installments excluding arrangement for Standard 7 which allows five installments from November to March.



SCHOOL FEES STRUCTURE

PRE-SCHOOL

		<u>Kindergarten</u> <u>1 & 2</u>	<u>Reception</u>	
	Installment No	Amount	Amount	Date Due
Full Payment		P 8,250	P 8,850	31/12/2020
Installments				
Method 1	1	P 2,750	P 2,950	31/12/2020
	2	P 2,750	P 2,950	31/01/2021
	3	P 2,750	P 2,950	28/02/2021
Method 2	1	P 1,375	P 1,475	31/12/2020
	2	P 1,375	P 1,475	31/01/2021
	3	P 1,375	P 1,475	28/02/2021
	4	P 1,375	P 1,475	31/03/2021
	5	P 1,375	P 1,475	30/04/2021
	6	P 1,375	P 1,475	31/05/2021
Method 3	1	P 917	P 983.50	31/12/2020
	2	P 917	P 983.50	31/01/2021
	3	P 917	P 983.50	28/02/2021
	4	P 917	P 983.50	31/03/2021
	5	P 917	P 983.50	30/04/2021
	6	P 917	P 983.50	31/05/2021
	7	P 917	P 983.50	30/06/2021
	8	P 917	P 983.50	31/07/2021
	9	P 917	P 983.50	31/08/2021

PRIMARY SCHOOL (STANDARD 1 TO 6)

	Installment No	<u>Standard 1</u> Amount	<u>Standard 2</u> <u>to 6</u> Amount	Date Due
Full Payment		P 16,950	P 17,850	31/12/2020
Installments				
Method 1	1	P 5,650	P 5,950	31/12/2020
	2	P 5,650	P 5,950	31/01/2021
	3	P 5,650	P 5,950	28/02/2021
Method 2	1	P 2,825	P 2,975	31/12/2020
	2	P 2,825	P 2,975	31/01/2021
	3	P 2,825	P 2,975	28/02/2021
	4	P 2,825	P 2,975	31/03/2021
	5	P 2,825	P 2,975	30/04/2021
	6	P 2,825	P 2,975	31/05/2021
Method 3	1	P 1883.50	P 1,983.50	31/12/2020
	2	P 1883.50	P 1,983.50	31/01/2021
	3	P 1883.50	P 1,983.50	28/02/2021
	4	P 1883.50	P 1,983.50	31/03/2021
	5	P 1883.50	P 1,983.50	30/04/2021
	6	P 1883.50	P 1,983.50	31/05/2021
	7	P 1883.50	P 1,983.50	30/06/2021
	8	P 1883.50	P 1,983.50	31/07/2021
	9	P 1883.50	P 1,983.50	31/08/2021

PRIMARY SCHOOL (STANDARD 7)

NOTE: 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 31st March.

	Installment No	Amount	Date Due
Full Payment		P 16,950	30/11/2020
Installments			
Method 1	1	P 6,200	30/11/2020
	2	P 6,200	31/12/2020
	3	P 6,200	31/01/2021
Method 2	1	P 3,720	30/11/2020
	2	P 3,720	31/12/2020
	3	P 3,720	31/01/2021
	4	P 3,720	28/02/2021
	5	P 3,720	31/03/2021

- **7.5% ANNUAL DISCOUNT APPLIES UP UNTIL 31ST JANUARY 2021.**
- For new students, registration fee is P 200 and a non-refundable development levy of P 1,000
- Children owing on the monthly installments will not be permitted to sit for the monthly examinations and may have their class schedule interrupted.
- Parents/Guardians who collect their children from school after 5 pm will be charged P 50 per day per child.

Note: 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 installment method.** All children with outstanding fees will not be allowed to sit in class.
2. Cheques will only be accepted upon agreement with Management. Post-dated cheques will not be accepted.
3. A Penalty of P200 is payable on all 'Refer to Drawer's Cheques.
4. Fees for the current year must be cleared before any payments can be credited for the next year.
5. **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

For your convenience, Airport Junction Branch is open from 8 AM until 5 PM on weekdays and from 8 AM until 2 PM on Saturdays.

- **The original deposit slip (including the child's name and the Standard) should be availed to the School Finance Office for invoicing.**
- If you live outside Gaborone, the deposit slip can be emailed to the school at s.thela@regenthillschool.com or inquiry.metsi@regenthillschool.com, Fax 3919717 or WhatsApp to the school number 76353385
- **You can also pay by swiping at the school. For security reasons, the school does not accept cash payments.**
- 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.
- 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.
- **For all children from any Regent Hill International Schools there is a 50% discount on Development Levy.**
- Please feel free to contact the school on this number 76353385 or 3105187 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

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

- 20 pockets view file
- 12 pack full length colour pencils/crayons
- HB pencil, sharpener
- A clean eraser
- Pencil case

Standard 1 to 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

LISTS OF ITEMS TO BRING

For Pre-School Pupils

- A box of tissues/toilet paper
- Vaseline or lotion (depending on what the parent prefers)
- A face cloth
- A change of clothes
- A blanket or sheet
- Wipes
- Hand wash

For Standard 1 and 2 Pupils

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



OFFICE HOURS

Monday to Friday: 7:30 AM to 4:30 PM

School Holidays: 8:00 AM to 3:30 PM

CLASS CONTACT HOURS

Due to COVID-19 the school will adhere to the following conditions.

Pre-school

Monday to Friday

- **7:30 AM to 3:00 PM** Classes in session
- **3:00 PM** Dismissal

Standards 1 to 7

Monday to Friday

- **7:30 AM to 3:00 PM** Classes in session
- **9:30 AM to 10:00 AM** Snack Break (STD 1 & 2)
- **10:00 AM to 10:30 AM** Snack Break (STD 3 & 4)
- **10:30 AM to 11:00 AM** Snack Break (STD 5, 6 & 7)
- **3:00 PM** Dismissal

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 8.30 AM to 3:30 PM on Mondays, Wednesdays and Fridays.

HOMEWORK

All pupils in the school are required to do some school work at home. Each child will be issued with a homework 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.

SCHOOL UNIFORMS PRICE LIST

Open Monday, Wednesday and Friday. Contact 72457656 or 76797841

ITEM	SIZE	UNIT PRICE (P)
GOLF SHIRTS - P.E.	24-28	95
	30-32	100
	34-36	105
P.E. SHORTS	ALL SIZES	70
SHIRTS	24-28	95
	30-32	100
	34-36	110
SKIRTS	24-28	90
	30-32	95
	34-36	110
	38-40	120
TRACKSUITS	24-28	340
	30-32	350
	34-36	370
	38	390
WOOLEN TRACKSUITS	22-26	240
	28	260
TUNIC/DRESS	22-24	160
	26-28	170
JERSEY	26-28	130
	30-32	140
	34-36	150
TROUSERS	24-28	100
	30-32	110
	34-36	120
TIE		50
FLOPPY HAT		60
BELT		20
SOCKS		20