

REGENT HILL INTERNATIONAL SECONDARY SCHOOL



PROSPECTUS

2021 ACADEMIC YEAR

BLOCK 9 CAMPUS



ABOUT OUR SCHOOL



Get in touch!

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INTRODUCTION

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.

MISSION

To sustainably foster a modern School environment where children initiate, explore, develop and take responsibility for their learning.

VISION

To promote high standards of achievement through a holistic and appropriate curriculum that is recognized globally.

PRINCIPAL'S

WELCOME

Dear Parent/Guardian

Welcome to Regent Hill International Secondary School (RHISS) situated in Block 9, Gaborone, and thank you for putting your faith in us to deliver the best possible Secondary Education for your child.

Last year, 2020, had seen all of us having to adapt to the ever changing environment and we in RHISS have not been immune from this turbulence. Fittingly we have taken steps to alleviate the disturbances caused by the ongoing pandemic and we shall highlight a few.

Safety is everyone's paramount concern and in May of last year we employed a Safety and Health and Environment (SHE) Officer to monitor our compliance with the COVID-19 protocols to be observed, i.e., Wearing of Masks, social Distancing and Installation of Gel Dispensers, etc. This is an ongoing exercise which improves week to week. We have since been praised for our adherence to ensuring everyone's safety by the relevant authorities.

Our Teaching Staff attended workshops and seminars on Online Teaching; now Google Class and Microsoft Teams are our preferred mode of instruction (of course WhatsApp can be useful!) Our students have also adapted to the new methods of lesson delivery.

Turning our attention to our staff, it can be readily seen that they are a highly organized and hardworking team of professionals who have risen to the needs of our students. Many have been teaching IGCSE for many years with positive results and they in turn impart their knowledge to our younger staff.

Our Vice Principal, Mrs Frances Palmer leads the secondary staff and this she does passionately and with vigour, as all will testify. Her office is a hive of activity and she is always willing to assist.

There is a vibrant PTA where all Parents/Guardians may raise their concerns and you are encouraged to take advantage of this portal as interested Parents.

However, why enroll your child with Regent?

We consider ourselves to be on the cutting edge of new Teaching Methodologies since we opened in 2017 with twenty-one (21) students. We now have grown to two hundred and eighty plus (280+) and our Mission is steadfast, which is, to prepare your child for Tertiary Education after five years of Secondary Education and to develop a sense of intellectual curiosity within all students.

Our curriculum is suitable for all students as we offer three main routes to IGCSE (as outlined elsewhere in this document) and not forgetting a number of Enrichment Subjects where each student may select his or her preferences. As of this year, we offer two series of the IGCSE Examinations, i.e., May/June and October/November.

Physical Education (PE), plays a very important role in defining students. Our PE Department has the use of an evergreen and luxurious playing field and our pool attracts everyone. Students may as well pursue other activities such as games, music and joining socially orientated clubs.

Finally, one of the most important decisions a Parent/Guardian can make for their child is the choice of School. We sincerely believe you have made the correct decision by entrusting us with your child's Education and we in return will endeavour to uncover your child's true potential.

Thank you

Yours Faithfully

Ian Dougall

Our objectives include the following

- A deep understanding of and respect for cultural diversity.
- A highly skilled and enthusiastic teaching team.
- The development of acceptable social, moral and spiritual values.
- The development of holistic and self-reliant students.
- Providing a clean and conducive study environment in spacious classrooms and clean sports grounds for entertainment and relaxation.
- An efficient and effective management team which encourages students, parents, staff and other stake holders to work harmoniously and amicably together.
- 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.
- Making effective and efficient use of resources in the following:
 - Finance
 - Personnel
 - Buildings
 - Books and Equipment
 - Recruitment
 - Professional Development of staff

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:

1. A testimonial from the previous School.
2. Previous PSLE/JCE results or its equivalent.
3. Latest school report (if transferring from another school).
4. Copy of Omang (Citizens), Passport (Expatriates)
5. Residence Permit
6. Resident/Work Permit of parent/ guardian (Expatriates)
7. Birth Certificate
8. Two Passport size Photographs

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 As 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.

SUBJECTS

The school offers the following subjects:

Forms 1 and 2

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



Forms 3 to 5

- Accounting
- Agriculture
- Art and Design
- Biology
- Business Studies
- Chemistry
- Computer Science
- Development Studies (DVS)
- Economics
- English as a Second Language
- First Language English
- French
- Geography
- History
- Information and Communication Technology (ICT)
- Literature in English
- Mathematics
- Physics
- Setswana
- Travel & Tourism

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.

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

2021 SCHOOL FEES SCHEDULE

ALL FEES TO BE CONFIRMED

SCHOOL FEES OVERVIEW

Form 1	P 26,700/year
Forms 2 to 4	P 27,900/year
Form 5	P 29,100/year
Registration fee	P 200 non-refundable
Development levy	P 1,000 non-refundable (once off)
Book fee	P 1,500 non-refundable/year

FORM 1

Full payment	P 26,700/year - on or before 31 December 2020 P 8,900/term - on or before 31 December 2020
1st installment	P 2,967 paid on or before 31 December 2020
2nd installment	P 2,967 paid on or before 31 January 2021
3rd installment	P 2,967 paid on or before 28 February 2021
4th installment	P 2,967 paid on or before 31 March 2021
5th installment	P 2,967 paid on or before 30 April 2021
6th installment	P 2,967 paid on or before 31 May 2021
7th installment	P 2,966 paid on or before 30 June 2021
8th installment	P 2,966 paid on or before 31 July 2021
9th installment	P 2,966 paid on or before 31 August 2021

1. Failure to meet deadlines will result in students being excluded from classes
2. No student in Forms 1 to 4, will be allowed to write their 2021 End of Term Examinations unless all outstanding school fees balances are settled.
3. No examination will be written outside of the scheduled times.

FORMS 2 TO 4

Full payment	P 27,900/year - on or before 31 December 2020 P 9,300/term - on or before 31 December 2020
1st installment	P 3,100 paid on or before 31 December 2020
2nd installment	P 3,100 paid on or before 31 January 2021
3rd installment	P 3,100 paid on or before 28 February 2021
4th installment	P 3,100 paid on or before 31 March 2021
5th installment	P 3,100 paid on or before 30 April 2021
6th installment	P 3,100 paid on or before 31 May 2021
7th installment	P 3,100 paid on or before 30 June 2021
8th installment	P 3,100 paid on or before 31 July 2021
9th installment	P 3,100 paid on or before 31 August 2021

1. Failure to meet deadlines will result in students being excluded from classes.
2. No student in Forms 1 to 4, will be allowed to write their 2021 End of Term 1 Examinations unless all outstanding school fees balances are settled on or before 28th February 2021.
3. No student in Forms 1 to 4, will be allowed to write their 2021 End of Term 2 Examinations unless all outstanding school fees balances are on or before 30th June 2021.
4. No examination will be written outside of the scheduled times.

FORM 5

Full payment	P 9,700/term or P 29,100/year
1st installment	P 4,850 paid on or before 31 December 2020
2nd installment	P 4,850 paid on or before 31 January 2021
3rd installment	P 4,850 paid on or before 28 February 2021
4th installment	P 4,850 paid on or before 31 March 2021
5th installment	P 4,850 paid on or before 30 April 2021
6th installment	P 4,850 paid on or before 31 May 2021

Form 5 parents must pay all tuition fees on or before 31 May 2021.

1. Failure to meet deadlines will result in students being excluded from classes.
2. No student in Form 5, will be allowed to write their 2021 End of Term 1 Examinations unless all outstanding school fees balances are settled on or before 28th February 2021.
3. No student in Form 5, will be allowed to write their 2021 End of Term 2 Examinations unless all outstanding school fees balances are settled up to 31st May 2021.
4. No examination will be written outside of the scheduled times.
5. Registration for 2021 IGCSE November series will only be approved once full RHISS tuition fees are paid on or before 31 May 2021.

NOTE

- If full payment is made before commencement of the current term, there is a 2.5% discount on the term's fees.
- There is a 7.5% discount for all annual fees cleared by 31st January 2021.

No interest will be charged for late payments but make sure that communication is done well in advance to the Admin office to avoid inconveniencing the child.

- Cheques will only be accepted upon agreement with Management. Post-dated cheques will not be accepted.
- A Penalty of P200.00 is payable on all 'Refer to Drawer's Cheques.
- Fees for the current term must be cleared before any payments can be credited for the next term.
- Please deposit school fees in the School Account at any Standard Chartered Bank Branch at your own convenience and avail the deposit slip to the office. (Banking details below).

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.

Bank	Standard Chartered Bank
Account Name	Regent Hill Primary School
Account Number	0100181849700
Branch	Game City
Branch Code	66-28-67

For your convenience,
Game City Branch is
open till 6PM on
weekdays, 4PM on
Saturday & 1PM on
Sunday!

- The original deposit slip (including student's name and Form) should be availed to the school office.
- If you live outside Gaborone, the deposit slip can be faxed to the school on Fax number: 391 9729 or emailed to inquiry@regenthillschool.com
- You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.

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.

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 stated above.

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 Secondary School:

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

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

THE SCHOOL TIMETABLE

School times are as follows 07:15 to 15:30 (Mondays to Thursdays)
07:15 to 13:30 (Fridays)

On the first day of each term, school **begins at 07:25 and ends at 13:30 hours.**

The following are Administration and Accounts office hours:

School term Monday to Friday: 07:30 to 16:30

School holidays Monday to Friday: 08:00 to 15:30

THE SCHOOL 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.



Boys uniform

Navy blue trousers
White shirt with blue collar
Navy blue necktie
Navy blue Jersey
Black shoes, navy blue/black socks

Girls uniform

Navy blue slacks/skirt
White shirt with blue collar
Navy blue necktie
Navy blue jersey
Black shoes/white socks

Uniform is sold in the School Uniform Shop.

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 Natural Short Afro (no Mohawk, fade/punk or dreadlocks).

NO STUDENT WILL BE ALLOWED IN SCHOOL WITH INAPPROPRIATE HAIRSTYLES.

MAKEUP

Make up of any nature, i.e. lipstick, nail varnish, etc. is not allowed.

JEWELLERY

- Girls may wear only one pair of a plain stud. Any other jewellery is not allowed.
- 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"

TEXT BOOKS, EXERCISE BOOKS

These are provided by the School. Each student is expected to carefully look after all School property at all times. Text books and exercise books are to be covered. Lost or damaged text books will be replaced by the student.

EXAMINATIONS AND SCHOOL REPORTS

Each student is required to write end of topic tests, monthly tests and 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 communicated in writing) outside of the scheduled timetable period.** A progress report for each child is compiled by the school. Parents are expected to collect reports during the scheduled **open/consultation days**. **Parents must be accompanied by the student during consultation.**

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.

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 by the student)**, or by 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.

CLINIC/HOSPITAL VISITS

The school has a SHE Officer with a 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.

BOUNDS

Students are not allowed to go outside the school compound during school hours without permission from the School authority. This is to 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.

- Night clubs.
- Liquor restaurants.
- Disco halls.
- Bars and bottle stores etc.

ETIQUETTE

Students are not allowed to chew in class and during study time.

- Students are encouraged to greet before asking for help.
- Students are expected to request for permission before leaving a class.

VISITS TO THE SCHOOL

- 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.
- 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.

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 Basic Education and the department of Secondary Education, Botswana government.

Behavior

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.

Punctuality

Students are expected to be on time for morning assembly, class registration, class lessons, study and sports.

Classwork and Homework

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.

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.**

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.

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. The culprit may be handed over to the police.

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.

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 their 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.**

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.

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.

WELCOME TO REGENT HILL INTERNATIONAL SECONDARY SCHOOL!!!

**REGENT HILL INTERNATIONAL SECONDARY SCHOOL
UNIFORMS LIST FOR 2021**

ITEM	SIZE	UNIT PRICE (P)
TRACKSUIT	32-38	410
	40-44	420
	46	450
SKIRT	ALL SIZES	110
SHIRTS	32-38	120
	40-44	130
	46	140
JERSEY (NAVY)	26-28	130
	30-32	140
	34-36	160
	38-40	170
TROUSER	26-28	110
	30-32	120
	34-36	130
	38-40	145
	42-44	160
P.E. SHIRT	ALL SIZES	110
BLAZER	ALL SIZES	425
SWIMMING COSTUME	26-28	120
	30-32	130
	34-36	140
	38-42	150
TIE		50
FLOPPY HAT		60
BELT		40
SOCKS		20