



REGENT HILL INTERNATIONAL SCHOOL PRIMARY SCHOOL

PROSPECTUS







2025

GABORONE



CAMBRIDGE ASSESSMENT
INTERNATIONAL EDUCATION

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THE SCHOOL

The Regent Hill International Primary School (RHIS) is a multicultural English Medium Private School registered with the Ministry of Basic Education, Government of Botswana. The School caters for students from varied national, social, religious and cultural backgrounds.

1. 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.

2. VISION

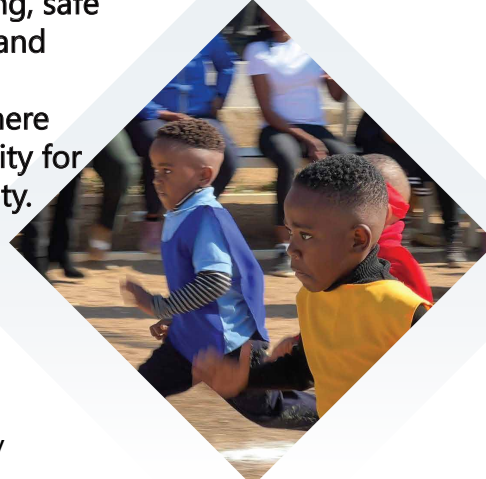
To nurture growing numbers of capable and distinguished young women and men who are contributing to the betterment and progress of society through their moral and intellectual excellence.

To this end, Regent Hill International School will become the first choice for all parents.

3. Our objectives include the following:

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

- Finance
- Personnel
- Buildings
- Professional Development of staff
- Books and Equipment
- Recruitment



WELCOME REMARKS



Dear Parent/Guardian,

Thank you for considering Regent Hill International Primary School as the first choice for your child's senior education.

We look forward to welcoming you and your child to our school. Regent Hill International Primary School is an inclusive school that believes every child has the potential to be developed. We aim to create an environment where children feel happy, safe, and secure.

Compassionate, loving, and committed academic and non-academic staff care for and respect pupils as individuals, giving them the best possible opportunity to attain their full potential in the classroom and beyond.

We aim to allow our pupils to grow and develop to achieve personal excellence: academically, physically, and emotionally.

We foster creativity both in the classroom through the curriculum and outside the classroom through co-curricular Activities.

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 pupils in reaching their full potential.

We believe we are more likely to succeed in our aims if there is a close partnership with parents based on mutual trust. We look forward to working with you to ensure that your child will recall their 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 or contact us at +267 391 9729 / +267 72 899 921. Alternatively, please email : enquiry@rhis.ac.bw, to arrange a visit.

If there is anything else we can help you with in making this crucial decision, please do not hesitate to let us know.

Yours Faithfully,

Frances Palmer

ADMISSION CRITERIA

CRITERIA

Standard 1: from 5½ - 7 years of age and having undergone preschool learning.

Standard 2 – 7: A written interview in Mathematics and English will be given. If a pupil gets overall of A, B or C he/she will be admitted into the class applied for but D and below will be asked to repeat the class below. In addition, all transfers from other schools should have clearance from previous schools.

The school does not discriminate those with learning disabilities but with severe cases the school will recommend specialist attention. However, children with learning disabilities MAY be recommended to our limited Learning Support class.

5. THE LEARNING SUPPORT CLASS

The school has a special program for children who have challenges or disabilities that interfere with learning. It provides support that's not normally provided in the general education program. This class is tailored to address each child's unique combination of needs. However, this class has limited capacity

VISITING 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. The arrangements for consultation are:

- Before enrolment of entrants to standard 1, an induction for parents will be held in January.
- Standard 1 pupils will visit for a short session in January
- Entrants who have previously attended another school; a meeting will be arranged with the principal.
- New parents and pupils will be welcome to view the premises with the principal.
- A meeting can be arranged with the prospective teachers of the child or children.
- All parents /guardians wishing to visit a child/staff member must first clear with the School Reception department before meeting the staff member or the learner

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

MEETINGS

Initial parent/ teacher meetings will be held at the beginning of every year.

To avoid disturbances during contact/ lesson times, all meetings with the class teacher are strictly by appointment and the Head of Department has to be present during the meeting.

Parents will also be invited to take part in various school activities such as concerts, sports days, consultation and award ceremonies.

The school operates an 'Open door' policy that allows parents and guardians to come into the school to discuss their children's progress or any other issue.



THE SCHOOL CURRICULUM

CURRICULUM

Regent Hill International Primary School has three stages

Lower Primary: STD 1 and 2

Middle Primary: STD 3 and 4

Upper Primary: STD 5, 6 and 7

Pupils are taught a broad and balanced curriculum that is in line with Botswana's National Curriculum and Cambridge Primary International Curriculum. As part of this curriculum, pupils are taught the following subjects:

1. English
2. Setswana language and literacy
3. Mathematics and Numeracy
4. Science
5. Social Studies/Cultural Studies
6. Music
7. Physical Education
8. Guidance and counseling
9. Religious and moral Education (STD 5 to 7)
10. Agriculture (STD 5 to 7)
11. I.C.T
12. FRENCH



Regent Hill International Primary School offers both PSLE and Cambridge Curriculum. The Cambridge Curriculum will offer:

1. English as a Second Language
2. Mathematics
3. Science
4. Global Perspectives

Central to all teaching and learning in school are the four Cross-Curricular skills of:

1. Communication
2. Using mathematics
3. Scientific thinking
4. Using I.C.T

ASSESSMENT

Our learners will be assessed externally in the following stages;

- a. Standard 4 - Attainment Test
- b. Standard 6 - Cambridge Check Point (selected learners)
- c. Standard 7 - Primary School Leaving Examination (PSLE)

All pupils complete standardized tests at the end of each term.

In addition to formal assessments a range of assessment strategies and tools such as continuous monitoring, topic tests etc. will be carried out in all classes.

Parents will be informed of their children's progress through:

- Continuous assessment at end of Term Report on each pupil's progress through the Edana system
- Termly Parent/Teacher Consultation at which all teachers and parents will have an opportunity to discuss pupil's progress.
- Cambridge checkpoint and PSLE at Standard 6 and 7 respectively

THE SCHOOL DAY

7. THE SCHOOL DAY

Monday to Thursday: 07:30 to 15:00 (STD 1 TO 7)

Friday: 07:30 to 13:20 (STD 1 to 7)

Break Time: 10:10 to 10:50 (STD 1 to 4)

10:50 to 11:20 (STD 5 to 7)

Lunch Hour: 13:20 to 14:00

8. SPORTS AND CLUB DAYS (TERM 1, 2 AND 3)

There will be a calendar each term for afternoon Activities which will include Sports, Clubs and Games.

9. ASSEMBLY DAYS

Monday STD 1 and 2

Tuesday STD 3 and 4

Wednesday STD 5 to 7

07:00 Teachers and pupils arrive in school.

07:15 Siren/bell rings for students to go for assembly.

07:15 to 7:30 Assembly activities start and end.

NON-ASSEMBLY DAYS

07:00 All teaching staff in school

07:15 All pupils in school

07:30 Lessons begin

10. ORGANISATION OF CLASSES

It is the policy of the Board of Directors that the maximum number of learners in a class is around 25.

11. BOUNDS

Students are not allowed to go outside the school compound during school hours without permission from the school authority. This will be given in the form of a Gate Pass that would need to be signed and stamped.

12. ETIQUETTE

- a. Students are not allowed to chew in class and during study time.
- b. Students are encouraged to greet before asking for help.
- c. Students are expected to request for permission before leaving a class

VISITING THE SCHOOL



- a. 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.
- b. 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.

14. DISCIPLINE

RHIPS has its own regulations to ensure a harmonious working relationship with our students. These regulations are worked out in compliance with the Ministry of Education and Skills Development and the Department of Primary Education, Botswana Government.

Regent Hill International Primary School is a caring and responsible school, with child centered activities. The staff at the school thrives to respond to personal, emotional, social and educational needs of pupils through interaction with them in the classrooms and beyond. Guidance and counselling sessions are conducted mainly in Upper Primary to educate learners on the dangers of drugs and other harmful substances. It is not the school's intention to sensationalize or dramatize the drugs situation, or to encourage curiosity amongst pupils. A drugs education programme is provided which is appropriate to the experience of the children in Regent Hill International Primary School.

a. Behaviour

Students are expected to:

1. respect teachers and other members of staff at all times.
2. respect themselves and their fellow students
3. be attentive in class
4. contribute positively to the name and life of the School.

b. Punctuality

Students are expected to be on time for morning assembly, class registration, class lessons, study and sports. Frequent late coming may lead to consequences not limited to manual labour.

c. Class work and Home Work

Regent Hill International School sees value in children engaging in homework as a means of revising work done, and checking for understanding and involving parents in their children's studies and in the development of good work habits. Students are expected to dedicate their time and effort to studies. All homework should be neatly done and handed in on time for marking; failure to do that may lead to consequences. Parents are encouraged to sign their child's homework and diary everyday.

d. Alcohol and Drug Abuse

There is zero tolerance on this!!!

In the Upper Primary, 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.

The same consequence may follow if the student is found or seen engaging in the above while wearing our uniform or anything that may associate them with the image and brand of RHISS whilst not on our campus.

DISCIPLINE

e. 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.

f. Bullying

Bullying of any sort: verbal, physical or cyber is not tolerated in school. No student is to bully their fellow student or teacher. Bullying may lead to suspension or expulsion from school.

g. Vandalism

Vandalism of school property will not be condoned. Any learner found to have vandalised school property will be required to pay for repairs or replacement.

h. 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. Severe cases may be handed over to the police.

i. 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.

Students are further prohibited from engage in any form of inappropriate physical behaviour while wearing our uniform or anything that brings shame to the image and brand of RHISS regardless of their location. Committing any the above may lead to either suspension or expulsion from School.

j. 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 them 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. The school phone is kept in the reception office.

k. 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. A learner found to be speaking any language not permitted may be subjected to detention.

15. PARTNERSHIP WITH PARENTS

The school believes in a strong partnership with parents through the Parent Teacher Association. (PTA)

16. ATTENDANCE

We recognize and stress the importance of teaching and learning within the classroom. Regular attendance and your child's progress go hand in hand. Children should be in school at all times unless prohibited by illness or medical appointments.

ATTENDANCE/ FACILITIES/ ACTIVITIES

If a student is absent for three or more consecutive weeks for any reason other than medical, the student shall be removed from the register and considered withdrawn from the school. Whenever a child is absent from school, parents /guardians should communicate to the class teacher

17. ILLNESSES/ACCIDENTS AT SCHOOL

When a child is sick or injured in the school, in the first case, we attempt to contact the parents with the view to asking them to come to school. If this is not possible the child will be taken to hospital.

In all cases, it is the school policy to act in the best interests of the child. When returning to school after an illness the child must bring a signed note from the doctor. A verbal reason for absence from the parent:/ guardian will also be accepted,

18. PHYSICAL EDUCATION/SPORTS

The primary level is critical in laying the foundation of physical competency and positive attitude to physical activities, Children will experience a wide variety of activities which develop their skills through increasingly challenging situations.

Fun, enjoyment and achievement will pervade all activities. Pupils will be allowed time to develop confidence both as individuals and members of a group.

19. FACILITIES

- Playgrounds with appropriate equipment for children play | Soccer field with artificial turf
- Swimming pool
- Basketball and tennis Courts
- Equipment for Athletics

20. EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities form a central part of the school life, At Regent Hill International Primary School we believe in a holistic approach to education and the school offers pupils with a variety of extra-curricular activities including:

- A. Soccer - boys and girls
- B. Drama
- C. Traditional Dance
- D. Chess
- E. Basketball
- F. ICT
- G. Music
- H. Soft ball
- I. Young Farmers
- J. Scrabble
- K. Volleyball
- L. Life skills
- M. Handball
- N. Tennis (Lawn and table tennis)
- O. Athletics
- P. Debate
- S. Spelling bee
- T. Science Fair

SCHOOL DRESS CODE

SCHOOL DRESS CODE

SCHOOL UNIFORM

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

1. Give children identity and help make them feel part of the school community.
2. Allow them to feel pride in themselves.
3. Add to the overall ethos and atmosphere of the school.
4. Promote equality by ensuring that pupils do not feel different in the clothes that they wear.
5. Help with child protection, security and Health and Safety as our pupils can easily be recognized and distinguished.
6. Promote the Image of the school in public,



The following is our Uniform:

Boys Uniform

Navy blue trousers
White embroidered shirt
Navy blue embroidered jersey
Navy blue embroidered tracksuit
Navy blue shorts (P.E.)
Colored house P.E. golf shirt
White golf shirt
Sun Hat
Socks
Tie

Girl's Uniform

Check skirt
White embroidered shirt Tie
Black school shoes
Sun hat
Navy blue embroidered tracksuit
Navy blue shorts (PE)
Colored house P.E. golf shirt
White golf shirt
Navy blue swimming costume with logo
Navy blue with orange stripe school belt
Navy blue socks with orange stripes
Navy blue with orange socks Navy

UNIFORM / FEES

PE. UNIFORM (BOYS AND GIRLS)

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

APPEARANCE

1. Uniform must be worn in a tidy manner, i.e. shirts tucked into trousers/skirts etc.
2. No pierced Jewellery of any kind be worn in school.
3. Children are permitted to wear a watch.
4. Wearing make-up of any kind, including nail varnish to school is not allowed.
5. Hair styles must be tidy and natural in color.

22, 2024 FEES AND CHARGES CHARGING POLICY (FEES)

1. Regent Hill International Primary School is a private school which relies on fees paid by parents/guardians to pay its staff, purchase resources and finance other activities.
2. RHIS is operating a Pre-paid system of paying fees. Therefore, Parents/Guardians are required to pay up all term fees before the beginning of the term.
3. Parents/Guardians who do not pay before this scheduled time, will be requested to keep their child at home until the payment is honored.
4. 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.
5. After an absence from school of twenty-one (21) consecutive days, the child will be withdrawn from the school.

Registration Fee : P200.00 (Non-Refundable)

Development Levy : P1000. 00 Payable Once

Entry Fees Lotus Class P1 500.00

Book Levy P600.00 NON Refundable Annually

STANDARD 1 P10740/term or P32 220 /year

STANDARD 2-6 P11 100/term or P33 300/year

Standard 7 P11 550/term or P34 650/year

Lotus Class P12 450/term P37 350/year

SCHOOL FEES

Standard 1	Amount	Standard 2-6	Amount	Date
Full Payment	P32 220.00	Full Payment	P33 300.00/Year	Paid by 31st December 2024 (whole year)
1st Term	P10 740.00	1st Term	P11 100.00	Paid by 31st October 2024 (full term 1 fee)
2st Term	P10 740.00	2st Term	P11 100.00	Paid by 30th April 2025 (full term 2 fee)
3st Term	P10 740.00	3st Term	P11 100.00	Paid by 30th July 2025 (full term 3 fee)
Term 1	P3 580.00	Term 1	P3 700.00	Paid by 31st October 2024
	P3 580.00		P3 700.00	Paid by 30th November 2024
	P3 580.00		P3 700.00	Paid by 31st December 2025
				Full Term 1 fee due before first day of the term
Term 2	P3 580.00	Term 2	P3 700.00	Paid by 28th February 2025
	P3 580.00		P3 700.00	Paid by 30th March 2025
	P3 580.00		P3 700.00	Paid by 30th April 2025
				Full Term 2 fee due before first day of the term
Term 3		Term 3	P3 700.00	
	P3 580.00		P3 700.00	Paid by 30 June 2025
	P3 580.00		P3 700.00	Paid by 30th July 2025
	P3 580.00			Paid by 30th August 2025
				Full Term 1 fee due before first day of the term

Standard 7	Amount	Date
Full Payment	P34 650.00/Year	Paid by 31st December 2024 (whole year)
1st Term	P17 325.00	Paid by 31st December 2024 (full term 1 fee)
2st Term	P17 325.00	Paid by 30th April 2025 (full term 2 fee)
Term 1	P5 775.00	Paid by 31st October 2024
	P5 775.00	Paid by 30th November 2024
	P5 775.00	Paid by 31st December 2025
		Full Term 1 fee due before first day of the term
Term 2	P5 775.00	Paid by 28th February 2025
	P5 775.00	Paid by 30th March 2025
	P5 775.00	Paid by 30th April 2025
		Full Term 2 fee due before first day of the term

EXTRA CURRICULAR INFORMATION

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

Note:

1. Failure to meet deadlines will result in students being excluded from classes.
2. No student in Standard 7 will be allowed to write their End of Term Examinations unless all outstanding school fees balances for the term are settled.
3. No student in Standard 7, will be allowed to write their 2025 End of Term 2 Examinations unless all outstanding school fees balances are settled by 30th April 2025.
4. No examination will be written outside of the scheduled times.
5. Registration for 2025 PSLE October series will only be approved once full RHIPS tuition fees are paid on or before 30 April 2025.

- There is a 7.5% discount for all annual fees cleared by 31st January 2025

- Fees for the current term must be cleared before any payments can be credited for the next term.

Failure to pay fees by the stipulated dates/times will result in the child being withdrawn from class until such fees have been paid up.

MULTIPLE CHILD DISCOUNTS

Regent Hill International Primary 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 Child: 20% discount 80% of fees

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

23. BANKING DETAILS

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

SCHOOL FEES & INFORMATION

The original deposit slip (including student's name and Standard) 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 enquiry@rhis.ac.bw

You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.

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 written 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 10 stated above.

For all children from any Regent Hill Schools there is no payment for Development Levy.

Please feel free to contact the school for any further information or clarifications.

24. HEALTH PROMOTING SCHOOL

Regent Hill International Primary School promotes healthy eating. In order to do this: the school operates a tuck shop where pupils can buy healthy snacks for a reasonable charge. Besides this, there also a lunch program, which is paid for on a monthly basis.

All pupils must take part in regular P.E sessions.

The school has a playground that encourages exercise through a programme of activities.

25. ACADEMIC YEAR CHANGES

If there are any changes in the information in this Prospectus during the school year all parents will be informed in writing of the nature of such changes.

26. FURTHER INFORMATION

The Management of Regent Hill International Primary School realizes that information given in this prospectus is limited and parents are very welcome to make arrangements to visit our campus.

Parents are also encouraged to visit our website.

Telephone: +267 391 9727

Fax: +267 391 9729

Postal Address: P.O. Box 80513, Gaborone

Physical Address: Plot 26125, Block 9, Gaborone

Email: enquiry@rhis.ac.bw

Web: www.rhis.ac.bw



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 PRIMARY SCHOOL!!