



REGENT HILL INTERNATIONAL SCHOOL PRIMARY SCHOOL

PROSPECTUS







2025

METSIMOTLHABE



CAMBRIDGE ASSESSMENT
INTERNATIONAL EDUCATION

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WELCOME TO METSIMOTLHABE

Introduction:

Regent Hill International School Metsimotlhabe is a multicultural English Medium Private School Registered with the Botswana Ministry of Basic Education, and Cambridge International School, catering for children of all nationalities from all over the world.

Our Curriculum:

The school follows the Botswana Government Primary School Curriculum prescribed by the Ministry of Basic Education & Skills Development integrated with the Cambridge International Primary curriculum for enrichment. Any child coming into Regent Hill International School from any international School world-wide, should be able to cope with our curriculum as they will go through an elaborate orientation programme. Similarly, a Regent Hill International School student transferring from Botswana to any International School should cope very well.

Application and admission into Regent Hill International School:

Regent Hill International School 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 2 and 6 Years.

Standard One: All children enrolling into standard one should have turned 6 years or before 30th June in the year of enrollment.

Kindergarten to Standard 7: To be considered for admission into these classes, applicants should furnish the school office with the following:

1. A completed application form with P200.00 registration fee (and a non refundable P1000.00 development levy at entrance into primary school)
2. A photocopy of the child's birth certificate
3. Photocopies of the latest school reports
4. A photocopy of the health card, showing child's immunization in the case of children aged 6 years or less.
5. Two recent passport-size photographs
6. Copy of Omang/ ID for the parent or legal guardian
7. 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

UNIFORM | HOMEWORK | STATIONARY

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 8.30am to 3:30pm on Mondays, Wednesdays and Fridays.



Homework:

All pupils in the school will be assigned homework on a daily basis. Each child will be issued with a homework / communication 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.
Textbooks: Textbooks are issued and used in the classroom. However learners who would have paid the Book Security Deposit are entitled to take textbooks home for study purposes. Any textbook taken home must be returned to school each following school day.

TIME SCHEDULE

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 seven installments from October to March

Office Hours:

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

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

Class Contact Hours: (due to covid-19 the school will adhere to the following condition)

Monday to Friday.

Pre School	Standard 1 -7
Full Day	Full Day
7:30-3:30PM Dismissal	7:30AM-3:30PM Classes in progress 09:30AM-10:00PM Snack Break (STD 1 &2) 10:00AM-10:30AM Snack Break (STD 3 & 4) 10:30AM-11:00AM Snack Break (STD 5, 6 & 7 3:30PM Dismissal Friday dismissal time for Primary is 13:00 HOURS

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 Size

Pupils are placed in classes of around 25 children .

Sport and cultural activities: Regent Hill International School offers a rich diversity of sporting and cultural activities. These include, among many others, swimming, football, netball, volleyball, tennis, drama, music, dance, martial arts, athletics, chess, cooking, art, etc.

Pre School

Registration Fee : P200.00 (Non-Refundable)

School Fees per year Kindergarten: P11 880.00

School Fees per year Reception : P12 780.00

PTA Levy P200.00 (Per Year)

Standard 1

Registration Fee : P200.00 (Non-Refundable)

Development Levy : P1000. 00 Payable Once

School Fees per Year: P22 680.00

PTA Levy P200.00 (Per Year)

Refundable Text book security deposit:
P1000 (terms and conditions apply)

Standard 2-6

Registration Fee : P200.00 (Non-Refundable)

Development Levy : P1000. 00 Payable Once

School Fees per Year: P23 940.00

PTA Levy P200.00 (Per Year)

Refundable Text book security deposit:
P1000 (terms and conditions apply)

Standard 7

Fully paid by April 2025

Registration Fee : P200.00 (Non-Refundable)

Development Levy : P1000. 00 Payable Once

School Fees per Year: P24 840.00

PTA Levy P200.00 (Per Year)

Refundable Text book security deposit:
P1000 (terms and conditions apply)

SCHOOL FEE STRUCTURE

PRE-SCHOOL

1. There is a non-refundable registration fee of P200.00 for new students.
2. P200.00 Annual; PTA levy

PRE-SCHOOL

The year's fee is P11 880.00 per year for Kindergarten
And P12 780.00 per year for Reception

Kindergarten		Reception		Date
	Amount		Amount	
Full Payment	P11 880.00	Full Payment	P12 780.00	Paid by 31st October 2024 (whole year)
Method 1	P3 960.00	Method 1	P4 260.00	Paid by 31st October 2024 (full term 1 fee)
	P3 960.00		P4 260.00	Paid by 28th February 2025 (full term 2 fee)
	P3 960.00		P4 260.00	Paid by 30th June 2025 (full term 3 fee)
Method 2	P1 980.00	Method 2	P2 130.00	Paid by 31st October 2024
	P1 980.00		P2 130.00	Paid by 30th November 2024
	P1 980.00		P2 130.00	Full Term 1 fee due before first day of the term
	P1 980.00		P2 130.00	Paid by 28th February 2025
	P1 980.00		P2 130.00	Paid by 31st March 2025
	P1 980.00		P2 130.00	Full Term 2 fee due before first day of the term
	P1 980.00		P2 130.00	Paid by 30th June 2025
	P1 980.00		P2 130.00	Paid by 31st July 2025
	P1 980.00		P2 130.00	Full Term 3 fee due before first day of the term
Method 3	P1 320.00	Method 3	P1 420.00	Paid by 31st October 2024
	P1 320.00		P1 420.00	Paid by 30th November 2024
	P1 320.00		P1 420.00	Paid by 31st December 2024
	P1 320.00		P1 420.00	Full Term 1 fee due before first day of the term
	P1 320.00		P1 420.00	Paid by 28th February 2025
	P1 320.00		P1 420.00	Paid by 31st March 2025
	P1 320.00		P1 420.00	Paid by 30th April 2025
	P1 320.00		P1 420.00	Full Term 2 fee due before first day of the term
	P1 320.00		P1 420.00	Paid by 30th June 2025
	P1 320.00		P1 420.00	Paid by 31st July 2025
	P1 320.00		P1 420.00	Paid by 31st August 2025
	P1 320.00		P1 420.00	Full Term 3 fee due before first day of the term

SCHOOL FEE STRUCTURE

STANDARD 1		STANDARD 2-6		Date	
	Amount		Amount		
Full Payment	P22 680.00	Full Payment	P23 940.00	Paid by 31st October 2024 (whole year)	
Method 1	P7 560.00	Method 1	P7 980.00	Paid by 31st October 2024 (full term 1 fee)	
	P7 560.00		P7 980.00	Paid by 28th February 2025 (full term 2 fee)	
	P7 560.00		P7 980.00	Paid by 30th June 2025 (full term 3 fee)	
Method 2	P3 780.00	Method 2	P3 990.00	Paid by 31st October 2024	
	P3 780.00		P3 990.00	Paid by 30th November 2024	
	P3 780.00		P3 990.00	Full Term 1 fee due before first day of the term	
	P3 780.00		P3 990.00	Paid by 28th February 2025	
	P3 780.00		P3 990.00	Paid by 31st March 2025	
	P3 780.00		P3 990.00	Full Term 2 fee due before first day of the term	
	P3 780.00		P3 990.00	Paid by 30th June 2025	
	P3 780.00		P3 990.00	Paid by 31st July 2025	
Method 3	P2 520.00	Method 3	P2 660.00	Full Term 2 fee due before first day of the term	
	P2 520.00		P2 660.00	Paid by 31st October 2024	
	P2 520.00		P2 660.00	Paid by 30th November 2024	
	P2 520.00		P2 660.00	Paid by 31st December 2024	
	P2 520.00		P2 660.00	Full Term 1 fee due before first day of the term	
	P2 520.00		P2 660.00	Paid by 28th February 2025	
	P2 520.00		P2 660.00	Paid by 31st March 2025	
	P2 520.00		P2 660.00	Paid by 30th April 2025	
	P2 520.00		P2 660.00	Full Term 2 fee due before first day of the term	
	P2 520.00		P2 660.00	Paid by 30th June 2025	
	P2 520.00		P2 660.00	Paid by 31st July 2025	
	P2 520.00		P2 660.00	Paid by 31st August 2025	
	P2 520.00		P2 660.00	Full Term 2 fee due before first day of the term	

SCHOOL FEE STRUCTURE

STD 7 SCHOOL FEES STRUCTURE

THE YEAR'S FEE IS **P24 840** PER YEAR FOR STD 7 PLUS P700 PSLE FEES AND P300 INVIGILATION FEE

NB: 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 30th April 2025.

Standard 7	Amount
Full Payment	P24 840.00
Method 1	P8 280.00
	P8 280.00
	P8 280.00
Method 2	P3 548.00
	P3 548.00
	P3 548.00
	P3 548.00
	P3 548.00
	P3 548.00
	P3 548.00

Date
Paid by 31st October 2024 (whole year)
Paid by 31st October 2024 (Full Term 1)
Paid by 31st December 2024 (Full Term 2)
Paid by 28th February 2024 (Full Term 3)
Paid by 31st October 2024
Paid by 30th November 2024
Paid by 31 December 2024
Paid by 31st January 2025
Paid by 28th February 2025
Paid by 31st March 2025
Paid by 30th April 2025

NB:

- 7.5% ANNUAL DISCOUNT APPLIES UP UNTIL 31ST JANUARY 2024.**
- For new students, registration fee is P200 and a non-refundable development levy of P1000.00**
- Children owing on the monthly installments will not be permitted to sit for the monthly Examinations and may have their classroom schedule interrupted.**

SCHOOL FEES STRUCTURE

NB: 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 instalment method. All children with outstanding fees will not be allowed to sit in class.

2. Fees for the current year must be cleared before any payments can be credited for the next year.

3. 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.

Accounts Details

Bank: Bank Gaborone

Account name: Regent Hill Primary School

Account Number: 8000835535

Branch: Airport junction

Branch Code: 20-05-67

4. The original deposit slip (including the child's name and the Standard should be availed to the School Finance Office for invoicing.

5. If you live outside Gaborone, the deposit slip can be emailed to the school at s.thela@rhis.ac.bw or enquiry.metsi@rhis.ac.bw or fax 3919717 or Whatsapp 76353385

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

7. 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.

8. 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 stated below.

MULTIPLE CHILDREN DISCOUNTS

9. Refunds can be provided :

- a) In the case fees where have been paid in advance ,
- b) the child has not attended lessons for any part of the month,
- c) Supporting evidence to the reason of transfer have been provided,

Equivalent of a month fees will be deducted from the amount to be refunded.

10. For all children from any Regent Hill Internation Schools there is a 50% discount on Development Levy

11. Please feel free to contact the school on 76353385/77037713 or 3105187/3960320 for any Further information or clarifications.

Multiple child Discounts

Regent Hill International School understands the financial pressure entailed with supporting more than one child, and we are pleased to offer the following discounts for parents with several children enrolled in Regent Hill School. Terms and conditions may apply, please see 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)

PTA LEVY

NB: PTA LEVY IS COMPULSORY AND NON REFUNDABLE IT SHOULD BE SWIPED IN THE SCHOOL ACCOUNTS OFFICE OR PAID DIRECTLY INTO THE PTA ACCOUNT:

Bank: STANBIC BANK

Account name: Regent Hill Primary School

Account Number: 9060003155981

Branch: Mogoditshane Branch

SCHOOL STATIONARY & TOILERIES

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, Standard 1, 2 & 3

1. 20 Pockets view file
2. 30 cm transparent ruler
3. 12 Pack full length color pencil/Crayons
4. HB pencil, sharpener
5. A clean eraser

Standard 4 to 7

1. Pen (black/blue)
2. 30cm transparent ruler
3. 12 Pack full length color pencil
4. File
5. HB pencils
6. A clean eraser
7. A fully equipped Mathematics instruments set

List of items to bring for Pre-school

1. A box of tissues
2. Vaseline or lotion (depending on what the parent prefers)
3. A face cloth
4. A change of clothes
5. A blanket or sheet

LIST OF ITEMS TO BRING FOR STANDARD 1 AND 3 PUPILS

1. A box of tissues
2. Vaseline or lotion (depending on what the parent prefers)
3. Wet wipes
4. Toilet paper
5. Hand wash

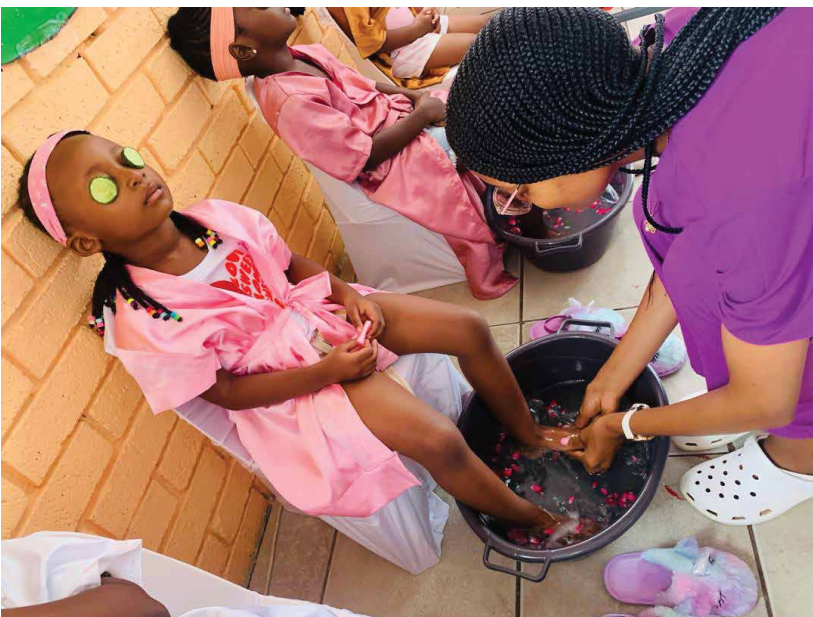
DECLARATION

DECLARATION BY PARENT/LEGAL GUARDIAN:

1. I understand that school fees is prepaid for a term, and must be paid before the first day Of each term.
2. I understand that school fees is paid in maximum of three installments, (method 1,2and 3) Refer to page 3and 4.
3. It is my contractual responsibility to pay fee on time to ensure that my child is not sent Out of class for nonpayment of fees.
4. That I have read and fully understood all the terms and conditions elaborated in the School prospectus.

Names: _____ Surname: _____
SIGNED: _____ DATE: _____

GALLERY



Laughter, friendship and adventure! These pictures capture the pure joy of our amazing school. From cultural immersion to pure adrenaline rushes. We did it all!