

# REGENT HILL INTERNATIONAL SCHOOL PRIMARY SCHOOL

# PROSPECTUS



2026  
**MOLEPOLOLE**



CAMBRIDGE ASSESSMENT  
INTERNATIONAL EDUCATION

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BOTSWANA  
EXAMINATIONS  
COUNCIL

# INTRODUCTION

## INTRODUCTION

Regent Hill International Primary School (RHIPS) is a multicultural English Medium Private School registered with the Botswana Ministry of Basic Education. Our school is also a Cambridge Registered International school. RHIPS caters for boys and girls between The ages of 2 1/2 and 13 years of all nationalities, religions and cultures from around the world.

Our facilities include spacious classrooms, a modern computer suite, a competitive swimming pool, modern well equipped play areas In both Pre-school and Primary school with ample space for future developments in the sports area.

We offer a wide range of indoor,outdoor activities and most importantly professional, dedicated and committed staff. The school is community based and pupils participate in many community events around Molepolole like donating to disadvantaged families.

## 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

**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.**

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.

We aim to foster in all pupils:

Respect for themselves other people and the environment in which they live and raise. each child's self-esteem and confidence to help them realize that they are valued members of our school community. High standards of achievement through a holistic and appropriate curriculum that is recognized globally. The development of each child's potential is reflected in the strong relationships which we attempt to foster within the school and, indeed with our parents and other stakeholders that support the work of the school. These values are inherent in all areas of school life and provide the basis for and are implicit in all school policies. All members of staff in Regent Hill International Primary School share these ideals, values and beliefs. We value the contribution made to school life by each individual child.

## ADMINISTRATION



# AIMS

## OUR BROAD AIMS

### **1. To fulfill the school vision, each child will be helped to develop as**

An individual  
A contributor to society  
A contributor to the economy and the environment at large.

### **2. To develop in each child the following skills:**

- Reading and writing / Communication Research
- Using mathematics and science / Using ICT
- Thinking skills
- Managing information for problem solving and decision making
- Creativity, cooperative and collective effort through working with others and self- management

### **3. To foster the following:**

- Attitudes and values Personal responsibility Self confidence
- Tolerance and respect for others
- Commitment, determination and resourcefulness
- Community spirit Integrity Independence Honesty
- openness to new ideas

### **4. Ultimately, we aim to provide a stimulating, relevant and enriching learning experience with equality of access for each child so they can develop an enthusiasm for learning as a lifelong process.**

## OUR CURRICULUM

The school offers enrolment in Pre- school (Kindergarten and Reception classes) and all Primary classes (Standard 1 to 7).

Pupils are exposed to a blend of both the Primary Cambridge Syllabus (in mathematics, science and english as a second language) And the Botswana Local Syllabus (PSLE) in the remaining subjects.

they will go through an elaborate orientation programme. As part of this orientation programme, we taught the following areas of learning.



# SYLLABUS

## CAMBRIDGE SUBJECTS, LOCAL SYLLABUS, ENRICHMENT/ SPECIALIST SUBJECTS

### For All Primary Classes

Science

Mathematics

English As A Second Language

Cultural Studies

Setswana

Religious and Moral Education (Standard 5-7)

Agriculture

French

Physical Education and Sport

Art

Music

ICT (Computers)

### 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, cricket, drama, music, athletics, chess & art, etc.

### HOME ASSIGNMENTS

All pupils in the school are regularly given assignments to complete at home. Each child is issued with a homework diary that will help monitor their homework on a daily basis.

Parents/Guardians use this diary to communicate progress on homework or any other issues at all times.

### STATIONERY

The school provides the following stationery items to all pupils:

All Exercise books for regular class work and home assignments.

Expendables (such as pencils, rubbers, rulers, sharpeners, crayons) are issued to Pre- school, standard 1 and 2 classes only.

**In some cases parents may be requested to subsidize other stationery items as per the class teacher's needs.**

### EDUCATIONAL TRIPS AND TOURS

RHIPS appreciates the importance of undertaking field trips as a way of consolidating the learning process. As such, children are taken on educational trips and excursions while Prefects are taken on a week-long boot camp.

Such trips and camps are either locally based or may take the form of a regional tour. All trips arranged are strictly aligned to support learning outcomes in the classrooms.



# APPLICATION & ADMISSION

## APPLICATION AND ADMISSION INTO REGENT HILL

RHIPS accepts enrolment applications from children of a whole diversity of cultures and nationalities.

**Kindergarten and Reception:** These classes comprise of children aged between 30 months and 6 years.

**Standard 1:** All children enrolling into standard one should turn 6 years by June 30th of the year enrolment is sought. All new Standard 1 entrants are required to attend orientation on a day to be advised prior to the school opening for the year.

**Standard 2 to Standard 6:** Enrolment into these classes will depend on availability of space and the applicant presenting a transfer certificate from the previous school.

**Standard 7.** The school will not accept enrolment straight into Standard 7 except under special circumstances.

**Entrance Assessment:** All new Standard 2-6 Entrants into RHIPS will undergo 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.

## ASSESSMENT

RHIPS has an elaborate assessment program for all learners in primary school. Our assessments start at standard 1 and end with the final examination in standard 7. All end of year assessments are designed for promotion into the next level. Monthly and end of term assessments also prepare children for promotion into the coming year. progress reports are issued with every assessment that is given. Our assessments shall take the following structure at end of every term:

**MATHEMATICS:** 3 components namely multiple choice, structured and mental maths.

**ENGLISH AND SETSWANA:** 3 components (structured, multiple choice, composition/letter and reading (standard 1-4)

**SCIENCE, CULTURAL STUDIES, SOCIAL STUDIES, AGRICULTURE, RELIGIOUS AND**

**MORAL EDUCATION:** 2 components; Structured and Multiple Choice.

**FRENCH:** 3 components, Structured and Multiple Choice and Reading.

**ALL OTHER ENRICHMENT SUBJECTS (Music, PE, ART, ICT):** 2 components, a blend of structured and multiple choice and practical.

# APPLICATION & ADMISSION

In addition to the above, monthly assessments will be taken together with daily exercises given to learners. In each case, parents will be kept abreast of children's progress by: end of Month Progress Reports. End of term Progress Reports parent/Teacher Consultation every term. Similar consultation can be scheduled at the behest of the teacher or parent by appointment any time before the scheduled regular consultation day.

## ADMISSION REQUIREMENTS

### **For all admissions, the following are a requirement.**

1. A completed application form with non-refundable P 100.00 registration fee.
2. Non-refundable P 700 development levy for primary school only
3. Non-refundable Book Security Levy P 600. Annually
4. A photocopy of the child's birth certificate
5. Photocopies of the latest school reports (Primary Only)
6. Copy of ECE Certificate.
7. Transfer Card from previous school.
8. A photocopy of the health card, showing child's immunization in the case of children aged 6 or less.
9. One recent passport-size photographs
10. Copy of Omang/ID (parent/legal guardian)
11. 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.

**Class Sizes:** We endeavour to keep our classes small and manageable. Pupils are placed in classes of around 25 Children.

# FEES & LEVIES

FEES	
Registration Fee	P100.00 (Non-Refundable)
Development Levy :	P700. 00 (Once-OFF)
Meals :	P1410.00 Per Term or P470 Per Month (Lunch only,Optional)
Sports Levy	P300 (Annual) P100 (Per Term)
P.T.A	P100 (Annual)
MEAL:	P470 (optional)
<b>Book Levy Pre School:</b> P100 annually	

FEES	
KINDER/RECEPTION/- STANDARD 1-7	
Kindergarten Class	P3990.00
Reception Class	P4500.00
Standard 1 :	P6150. 00
Standard 2-6:	P6600.00 Per Term
Standard 7 :	P6930 (Per Term)
<b>Book Levy Primary:</b> P600 annually	

## PAYMENT TERMS

The school now requires all fees for the term to be fully paid before the commencement of the term (**Pre-payment Plan**).

### **For All New Parents Joining in 2026.**

In order to make up for the adjustment, the full fees for 2026 will be accepted in monthly instalments up to August 2026 so as to allow a smooth transition of fees payment for Term 1 2027 from the month of October to December 2026.

**Kindly refer to the schedule below.**

### **Standard 7 learners are required to pay all fees for the year by August 30th of each year.**

Fees for the term must be cleared first before any payments can be credited for the following term.

Discounts are available for early settlement of fees as follows:

Full fees paid for the whole year by beginning of Term 1: 7.5% discount allowed.

### ***Children not fully paid will not be accepted in class***

## SCHOOL FEE STRUCTURE

### **KINDLY NOTE**

Regent Hill International Primary School is shifting (from the current system whereby the current term's school fees are being paid during the course of the term) to a pre-payment plan where fees for the term will be fully paid before the commencement of the term. We are introducing a new schedule which will ensure that fees are paid in advance for any term in question. To achieve this goal, we have set a payment schedule that will allow parents to complete the Year school fees by August ending as follows

# SCHOOL FEES SCHEDULE

## KINDERGARTEN

**FULL PAYMENT KINDERGARTEN P11 970**

**FULL PAYMENT RECEPTION P12 690**

**KINDERGARTEN/Per Term – P3 990 - on or before the first day of the term**

**Reception Per / Term – P4 500 - on or before the first day of the term**

INSTALLMENTS #		DATE DUE	Amount
KINDERGARTEN/RECEPTION			
TERM 1	1	31/10/2025	P1 330/P1 500
	2	30/11/2025	P1 330/P1 500
	3	31/12/2025	P1 330/P1 500
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 2	4	28/02/2026	P1 330/P1 500
	5	31/03/2026	P1 330/P1 500
	6	30/04/2026	P1 330/P1 500
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 3	7	30/06/2026	P1 330/P1 500
	8	31/07/2026	P1 330/P1 500
	9	30/08/2026	P1 330/P1 500
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	

## STANDARD 1

**Full payment Per / year. – P18 450**

**P/ term – P6 150- on or before the first Day of the term**

INSTALLMENTS #		DATE DUE	Amount
KINDERGARTEN/RECEPTION			
TERM 1	1	31/10/2025	P2 050
	2	30/11/2025	P2 050
	3	31/12/2025	P2 050
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 2	4	28/02/2026	P2 050
	5	31/03/2026	P2 050
	6	30/04/2026	P2 050
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 3	7	30/06/2026	P2 050
	8	31/07/2026	P2 050
	9	30/08/2026	P2 050
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	

All Standard 7 students are required to have paid the year's fees by 30th August. All children with outstanding fees will not be allowed to sit in class.

## PRIMARY SCHOOL STANDARD 2-6

**Full payment Per / year. – P19 800.00**

**P/ term – P6 600.00 - on or before the first Day of the term**

INSTALLMENTS #		DATE DUE	Amount
KINDERGARTEN/RECEPTION			
TERM 1	1	31/10/2025	P2 200
	2	30/11/2025	P2 200
	3	31/12/2025	P2 200
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 2	4	28/02/2026	P2 200
	5	31/03/2026	P2 200
	6	30/04/2026	P2 200
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 3	7	30/06/2026	P2 200
	8	31/07/2026	P2 200
	9	30/08/2026	P2 200
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	

## STANDARD 7

**Full payment Per / year. – P20 790.00**

**P/ term – P6 930.00 - on or before the first Day of the term**

INSTALLMENTS #		DATE DUE	Amount
KINDERGARTEN/RECEPTION			
TERM 1	1	Opening Day	P2 310
	2	31/01/2026	P2 310
	3	28/02/2026	P2 310
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	
TERM 2	4	31/03/2026	P2 310
	5	33/04/2026	P2 310
	6	31/05/2026	P2 310
		30/06/2026	P2 310
		31/06/2026	P2 310
		31/07/2026	P2 310
<b>NOTE: FULL TERM 1 FEES</b>		<b>DUE BEFORE FIRST DAY OF THE TERM</b>	

# ACCOUNTS

## NOTE:

- There is a 7.5% discount for all annual fees cleared by 31st January.
- 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 not be accepted.
- 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 Bank Gaborone 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.

## Accounts Details

**Bank: BANK GABORONE**

**Account name: Regent Hill Primary School**

**Account Number: 8000924557**

**Branch: Airport Junction**

**Branch Code: 20 - 18 - 67**

**Swift Code: BGLIBWGX**

- The original deposit slip (including student's name and Form) should be availed to the school office.
- If you live outside Molepolole, the deposit slip can be emailed to [enquiry.moleps@rhis.ac.bw](mailto:enquiry.moleps@rhis.ac.bw)
- You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.

## 7. 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.

### 7.1 The student should give one term's notice and then:

- Return all school property
- Have a Clearance Form completed

# ACCOUNTS & TIME TABLE

## **7.2 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 of item number 7 stated above. Please feel free to contact the school for any further information or clarifications.

## **8. 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)

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

## **9. THE SCHOOL TIME TABLE:**

The school follows two-time schedules, the summer and winter schedule. The times are always communicated at the beginning of the term, they are set in consideration of climate condition.

## **10. THE 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

# DRESS CODE VALUES



## 10.1 Boys Uniform

Navy Blue Trousers  
White Shirt  
Orange necktie (Compulsory)  
Navy Blue Jersey  
Black Leather Shoes,  
Navy Blue/Black Socks

## Girls Uniform

Navy Blue Skirt  
White Shirt  
Orange necktie  
Navy Blue Jersey  
Black Leather Shoes  
White socks

NB: Uniform should be worn with response to climate condition, No Jersey or tracksuit shall be worn during summer days. The RIGHT LENGTH SHALL BE OBSERVED, Skirts are to be at knee level and pants are supposed to be at ankle level. Uniform is sold in the School Uniform Shop.

## 10.2 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: The Hair should be neat and only natural hair colours are allowed.

## 10.3 Make-up

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

## 10.4 Jewelery

- Girls may wear only one pair of a plain stud. Any other jewelery is not allowed.
- Boys are not allowed to wear any jewelery at all.  
Caps are not allowed to be worn in the school, only School hats are allowed, when necessary.

## 11. 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. Failure to cover the book may cause it to be damaged.
- At the end of an academic year, students are to return allocated books for an audit, those found to have lost or damaged text books will be required to either purchase or pay equivalence of the market value for the book(s) before next term resumes.

# VALUES

## **12. EXAMINATIONS AND SCHOOL REPORTS**

No student will be allowed to write any test or examination (unless he/she is ill and this should be communicating in writing), outside of the scheduled timetable period. A progress report for each child will be available for viewing and downloading in the school management system. Log in details will be communicated during child enrollment.

## **13. 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.

## **14. 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 the student), or 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.

## **15. CLINIC/HOSPITAL VISITS**

If a child is absent due to ill health, a sick leave/note from a medical practitioner is required. If there is an emergency and the child reports late to school, they should be accompanied by a parent/guardian. The school will contact concerned parents/ guardians to collect the student, should an emergency arise in school requiring the student to visit a health facility.

## **16. 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.

## **17. VISITS TO 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.

# VALUES

## 19. SCHOOL RULES AND REGULATIONS

RHIS 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.

### Behaviour

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. Frequent late coming may lead to consequences not limited to manual labour.

### Class work and Home Work

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.

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 RHIPS whilst not on our campus.

### 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.

### 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.

### 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.

### 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.

# VALUES

## **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 to engage in any form of inappropriate physical contact while wearing our uniform or anything that brings shame to the image and brand of RHIPS regardless of their location.

Committing the above may lead to either suspension or expulsion from School.

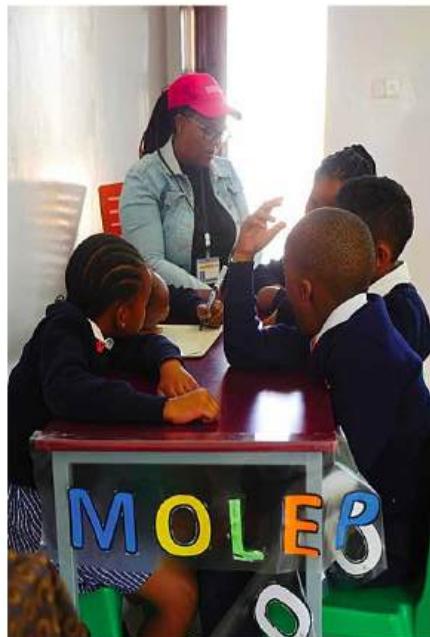
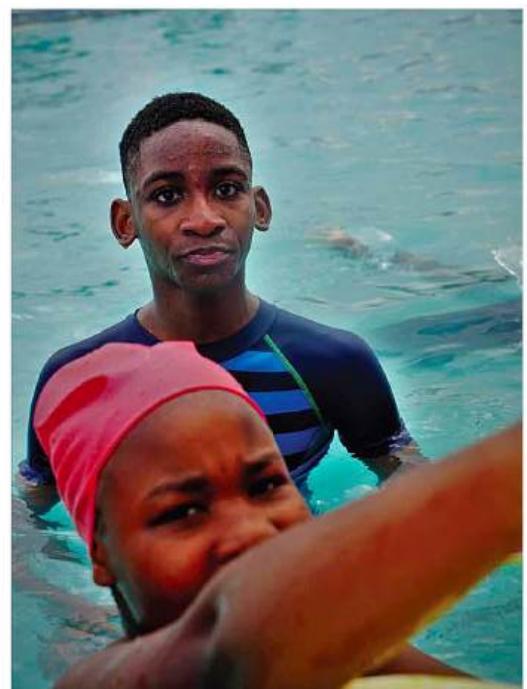
## **(j) Cell phones and/or Other Electronic Gadgets**

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.

## **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.

NB. 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!!!



From exciting school trips to engaging classroom moments, our students are always learning, exploring and having fun.