



Regent Hill International PreSchool

Prospectus 2026

Tlokweng Campus



ABOUT OUR SCHOOL



MOTTO

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.

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 Schools will become the first choice for all parents.

OUR OBJECTIVES

- Modern school environments where children initiate, explore, develop and take responsibility for their own learning.
- A deep understanding of and respect for cultural diversity.
- A highly skilled and enthusiastic teaching team.
- A challenging yet entertaining, relevant high quality and at the same time comprehensive curriculum that will stimulate high achievement for all our pupils.

CONTACT INFORMATION

Regent Hill International School - Tlokweng
P O Box 80513, Gaborone
Plot No: 2706, Methhabeng, Tlokweng
Tel: 395 9445 Fax: 391 9729 Cell: 72 899 921

E-mail: enquiry.pretlokweng@rhis.ac.bw



PRINCIPAL'S WELCOME



Dear Parent/ Guardian

Welcome to the Pre-School at Regent Hill International School, where we believe that every child is potentially the light of the world. Here, childhood is celebrated, curiosity is encouraged, and

learning unfolds through joyful exploration and purposeful play.

Our caring team of educators is dedicated to creating a warm, safe, and stimulating environment in which every child can grow with confidence, build meaningful friendships, and discover their unique strengths. At Regent Hill, we value strong partnerships with parents and work together to nurture each child's emotional, social, and cognitive development.

Thank you for considering Regent Hill International School for your child's early learning journey. We look forward to welcoming your family into our community—where every child's light is seen, treasured, and guided to shine brightly.

This prospectus can only give you a brief insight into school life. For further information, visit our website at www.rhis.ac

Facebook Account at Regent Hill International School
Tlokweng or contact +267 3959445 / +267 7289921

Alternatively, please email enquiry.pretlokweng@rhis.ac.bw, to arrange a visit. If we can be of any further assistance to you in making this very important decision, please do not hesitate to contact us.

Yours Faithfully,

Mercy Pickup

THE SCHOOL CURRICULUM

The Pre-School Curriculum consists of six areas of learning:

- Language Development and early learning literacy
- Personal, Social and Emotional development
- Physical, creative and aesthetic development
- Early Mathematical Development and science process skills
- Health, Nutrition and safety
- Moral and Spiritual Guidance: We foster the language of virtues to our children at an early age. This helps in bringing out the best character in every child. They adopt the positive attitude of trust, love, forgiveness and appreciation.

We also offer;

- A wide range of Extra-Curricular activities such as; Swimming, French, Computers and Music.
- Sport and Cultural Activities: Regent Hill offers a rich diversity of sporting and cultural activities. These include, among many others, Ball games, Racing, Jungle gym activities, Drama, Music, Dance, Judo, Athletics, Chess, Cookery classes and Art.

INDOOR AND OUTDOOR ACTIVITIES

- Organized free play
- Playground activities
- Nature walks
- Story telling

SPECIAL ENRICHMENT PROGRAMS INCLUDE

- Field Trips
- Special Guest Visits
- Talent Shows



APPLICATIONS AND ADMISSIONS INTO OUR SCHOOL

We take the following groups: Kindergarten (Ages: 2 to 3), Middle (Age: 4) and Reception (Ages: 4 and 1/2 to 5+).

- For admission into these classes, applicants should furnish the school office with the following:
- A completed application form with P200.00 registration fee
- 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 or less.
- Two recent passport-size photographs
- Copy of Omang/ID (Parent/ 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: We have assessment sessions which features shorter, more game-like activities and simplified scoring procedure.
- Class sizes: Pupils are placed in classes of 15 to 25 children, with 2 Teachers.

HOMEWORK

All pupils in the school are required to do some homework at home. Children will be issued with a homework diary that will help monitor their homework on a weekly basis and on demand. Parents/ Guardians should use this diary to communicate progress on homework or other issues at all times.

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.



SCHOOL UNIFORM



All pupils are expected to wear school uniform. All uniforms can be purchased in the school uniform shop at our Block 9 campus (See attached price list). Sunhats are compulsory for every child.

BOYS

- Navy blue trousers/Short
- White shirt long and short
- House P.E T-Shirt
- P.E Shorts Navy Blue
- Socks
- Jersey
- Tracksuit



GIRLS

- Dress
- Jersey
- Tracksuit
- Socks
- P.E Shorts Navy Blue
- House P.E T-Shirt



SCHOOL FEES STRUCTURE

- Regent Hill International Preschool is a private school that relies on fees paid by parents/guardians to pay its staff, purchase resources, and finance other activities
- HIS PreS operates a prepaid fee system. Therefore, Parents/Guardians are required to pay up all term fees before the beginning/commencement of the term.
- Parents/Guardians who do not pay before this scheduled time will be requested to keep their child at home until the payment is honored.
- 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.
- After an absence from school for twenty-one (21) consecutive days, the child will be withdrawn from school.
- There is a non-refundable registration fee of P200.00 for new students

Kindergarten & Middle Classes 1 & 2 (Ages 2 to 4 years)

Method 1: ANNUAL PAYMENT: P14 220/ Year – on or before 30 October 2025

Method 2: TERMLY PAYMENTS: P4740 per 1st Term – paid on or before 30 October 2025
P4740 per 2nd Term – paid on or before 30 April 2026
P4740 per 3rd Term – paid on or before 30 July 2026

Method 3: Term 1 fees are due by:

30 October 2025 – P1580
30 November 2025 – P1580
30 December 2025 – P1580

Full Term1 fees due before the first day of the term.

Term 2 fees are due by:

28 February 2026 – P1580
30 March 2026 – P1580
30 April 2026 – P1580

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

Term 3 fees are due by:

30 June 2026 – P1580
30 July 2026 – P1580
30 August 2026 – P1580

Full Term 3 fees due before the first day of the term

SCHOOL FEES STRUCTURE

Reception Class Fees (Ages 4 ½ to 6 years)

Method 1: ANNUAL PAYMENTS: P15390/ Year – on or before 30 October 2025

Method 2: TERMLY PAYMENTS:
P5130 1st Term – on or before 30 October 2025
P5130 2nd term – paid on or before 30 April 2026
P5130 3rd term – paid on or before 30 July 2026

Method 3: Term 1 fees are due by:

30 October 2025 – P1710
30 November 2025 – P1710
30 December 2025 – P1710

Full Term 1 fees due before the first day of the term.

Term 2 fees are due by:

28 February 2026 – P1710
30 March 2026 – P1710
30 April 2026 – P1710

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

Term 3 fees are due by

30 June 2026 – P1710
30 July 2026 – P1710
30 August 2026 – P1710

Full Term 3 fees due before the first day of the term

There is a 7.5% discount for all annual fees cleared by 31st January 2026.

BANKING DETAILS

Please deposit school fees into the School Account at any Standard Chartered Bank Branch at your convenience and provide the deposit slip to the office.

Bank Name: Bank Gaborone

Account Name: Tlokweng Pre-School Account Number 8001088461

Branch: Airport Junction

Branch Code: 20-18-67

Swift code: BGLIBWGX

IMPORTANT INFORMATION

Please observe the dates by which payments must be made.

1. Parents are to select their Method of Payment and adhere to it. Children with outstanding fees will not be allowed to attend lessons and sit for exams.
2. Fees for the current term must be cleared before any payments can be credited for the next term.
3. Please deposit all school fees in the School Account at any Bank Gaborone Branch and avail the deposit slip at the office. (Banking details below)
4. The original deposit slip (including the child's name and class) should be availed to the school office.
5. If you live outside Tlokweng, the deposit slip can be faxed to the school on Fax number: 3 919 729 or emailed to enquiry.pretlokweng@rhis.ac.bw.
6. You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.
- 7. 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 evidence as to the reason for the transfer is provided with the transfer request. **REFUNDS WILL BE PROCESSED TWO WEEKS AFTER A REQUEST IS MADE.**
8. The registration fee is non-refundable. School fees may be refunded if they have been paid in advance and meet the terms stated under Transfers/ Withdrawals.
9. Please feel free to contact the school for any further information or clarifications.

The name and class of your child should be clearly stated on any deposit slips! If the deposit slip is lost and the name and class of your child had not been narrated on the deposit slip, your account may not be credited with the payment.

MULTIPLE CHILD DISCOUNT

Regent Hill International 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 our 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: 20% discount 80% of fees

LIST OF ITEMS TO BRING FOR PRE-SCHOOL PUPILS

- A box of tissue and/ wipes once a term
- Vaseline or lotion (depending on what the parent prefers)
- A change of clothes
- Blanket
- Homework file
- Pencil case (pencil, eraser, sharpener, twist crayons) to avoid sharing.

Snacks from the following list to be kept in a sealed plastic container:

- Fruit
- Simba chips
- Peanuts and raisins
- Yoghurt
- Sandwich
- Dried fruit
- 100% fruit/ vegetable juice
- Bottled water

PLEASE NOTE THE FOLLOWING

- No cooked food such as fresh chips, rice, or pasta to be packed for the children.
- All students are provided with breakfast and lunch
- Parents with special diet students are kindly requested to pack the specific diet for their child.
- Parents are advised to keep their child/children at home when they are not feeling well.
- There will be a penalty for every child picked up after the stipulated time.

(1700hrs- 1730hrs P50, 1730hrs-1800hrs P100, 1800hrs- 1830hrs P150)

**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 PRESCHOOL AND APPEND YOUR SIGNATURE ON
THE APPLICATION.**

**WELCOME TO
REGENT HILL INTERNATIONAL
PRESCHOOL!!!**

TLOKWENG CAMPUS

REGENT HILL INTERNATIONAL PRE SCHOOL

