

REGENT HILL INTERNATIONAL PRIMARY SCHOOL



SCHOOL PROSPECTUS

WELCOME TO REGENT HILL INTERNATIONAL PRIMARY SCHOOL

PRINCIPAL'S WELCOME

Dear Parent/Guardian

Thank you for considering Regent Hill International School for your child. I look forward to welcoming you and your child to this School.

Regent Hill International School is an inclusive school which believes that every child has potential that needs to be developed. The school aims to create an atmosphere where children feel safe and secure. Pupils are cared for and respected as individuals and given the best possible opportunity to attain their full potential in the classroom and beyond by dedicated and committed staff.

Our Mission Statement : Excellency- Creativity – Integrity and High Achievement For All Our Learners.

We aim to allow our pupils to achieve personal excellence; academically, physically and spiritual ly. We foster creativity both in the classroom through the curriculum and also outside the classroom through Sports and Arts.

We want to instill confidence and integrity in our pupils, teaching them respect for themselves and other people that they know the difference between right and wrong.

School staff and parents are encouraged to work together to assist our pupils reach their full potential. We feel that we are more likely to succeed in our aims if there is a class partnership with parents based on mutual trust.

We look forward to working with you to ensure that your child will recall his/ her school days with pleasure.

This prospectus can only give you a brief insight into school life. For further information log into our website www.regenthillschool.com or contact +267 3919729/+267 75299763 email; inquiry@regenthillschool.com to arrange a visit.

If I can be of any further help to you in making this very important decision, please do not hesitate to contact me.

Yours Faithfully

I. Dougall

GENERAL INFORMATION

Regent Hill International Primary School is a multi-racial school which caters for boys and girls between the ages of 6 and 13 years. The school opened its doors to its first pupils in 2008. It has its own Preschool and a secondary School.

Features include a modern computer suite, a comfortable and bright school library, a wide range of indoor and outdoor activity, a tuck shop and canteen and most importantly professional, dedicated and committed staff.

The school is community based and pupils participate in many community events around Gaborone and further a field, throughout the year as well as making use of the great learning resources that the local community has to offer.

MISSION STATEMENT

Excellency-Creativity-Integrity-Self Reliance: Fostering, supporting and stimulating High Achievement For All Our Learners

VISION

As an inclusive school we aim to provide happy, caring, safe and a stimulating learning environment which will enable each child to develop to his or her full potential-academically personally, socially, emotionally, physically and spiritually in preparation for becoming 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 curriculum activities.

We aim to foster in all pupils: respect for themselves, respect for other people and respect for 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.

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 bodies 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 ideas, values and beliefs and value the contribution made to school life by each individual child.

AIMS

1. To fulfil 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.

1. To develop in each child the following skills

- Reading and writing
- Communication
- Research
- Using mathematics and science
- Using ICT
- Thinking skills
- Managing information problem solving and decision making
- Creative, working with others and self-management

1. 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

1. Ultimately to provide 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.

ADMISSION CRITERIA

- Standard 1- from 6/7 years and having undergone preschool learning.
- Standard 2 – 7 A written interview in Mathematics, Science and English. If a pupil gets overall of A,B or C will be admitted into the class applied for **But D** and below will be asked to repeat the class below.
- 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.

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

(a) Entrants to standard 1

- An induction for parents will be held in January
- Pupils will visit for a short session in January

(b) Entrants who have previously attended another school

- A meeting will be arranged with the principal
- Parents and pupils will be welcome to view the school premises with the Principal
- A meeting can be arranged with the prospective teachers of the child or children.

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

AFTER ENROLMENT-SCHOOL ORGANISED

- (a) Initial Parent Teacher Meetings will be held each November.
- (b) Second Parent Teacher Meetings will be held in February/March.
- (c) Parents will be invited to school to take part in such activities as Concerts, Sportdays, Consultations and Awards Ceremonies.
- (d) Parents of Children transferring to post Primary Education in Standard 7 will be invited to a meeting with the Principal to provide support and guidance.

AFTER ENROLMENT-PARENT ORGANISED

The school operates on ‘Open Door’ Policy and parents/guardians are very welcome to come to school to discuss their children’s progress or any issue.

To avoid disruption of classroom work, parents should contact the school (secretaries) who will arrange a meeting with either the Principal or Class teacher at a mutually convenient time.



CURRICULUM

Regent Hill International Primary School has three stages:

Lower Primary – Standard 1 and 2

Middle Primary – Standard 3 and 4

Upper Primary – Standard 5,6 and 7

Pupils are taught a broad and balanced curriculum which is in line with Botswana’s National Curriculum and Cambridge Primary International Curriculum. As part of this curriculum pupils are taught the following areas of learning

1. Language and literacy
2. Mathematics and Numeracy
3. Science
4. Social Studies/Cultural Studies
5. Music
6. Physical Education

7. Guidance and Counseling
8. Religious and Moral Education (Std 5 to 7)
9. Agriculture (Std 5 to 7)
10. I.C.T

STARTING 2020 REGENT HILL INTERNATIONAL PRIMARY SCHOOL will offer both PSLE and Cambridge Primary Curriculum. The Cambridge Curriculum will offer:

1. English as a second language
2. Mathematics
3. Science
4. Physical Education
5. Music
6. Digital Literacy
7. Art and Design

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

(a) Pupils complete 3 formal End of key stage Assessments. The first at Standard 4 and second at Standard 6 and the third at Standard 7. The first and third Assessments are statutory assessments common to all primary schools in Botswana. All pupils are assessed Mid-Term, End of Term and annually to allow teachers to plan for future learning.

(a) In Mathematics, French, Setswana and English pupils will be assessed through writing three papers

1. Multiple Choice- Paper 1
2. Structured paper
3. Mental (Mathematics)
4. Spellings (English and Setswana)
5. PE, ART, Music and I.C.T

40% Theory 60% Practical

1. Standard 1 and 2 – will be assessed in Reading at the end of every term.

(a) All pupils complete Standardized Tests at the End of each year. A full schedule of testing is available on request.

In addition to formal assessment 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 by:

- (a) Mid Term and End of Term Report on each pupil's progress
- (b) Parent/Teacher Consultation at which class teacher and parent will have an opportunity to discuss pupils progress
- (c) PSLE and Cambridge checkpoint at Standard 7



THE SCHOOL DAY

- (a) Standard 1 to 4 : 0745am – 1330hrs (Monday)

- Standard 5 to 7 :0745hrs – 1530hrs (Monday)

- Standard 1 to 7 : 0745hrs – 1330hrs (Fridays)

- Standard 1 to 2 : 0745hrs – 1330hrs (Wednesday)

- Standard 1 to 7 : 0745hrs – 1530hrs (Tuesdays, Thursdays)

- Standard 3 to 7:0745hrs – 1530hrs (Tuesday, Wednesday, Thursday)



(a) SPORTS AND CLUB DAYS TERM 1,2 AND 3

Standard 1 and 2 : Tuesday (Sports)

Standard 3 and 4 : Wednesday (Sports/Clubs)

Standard 5, 6 and 7 : Wednesday (Sports/Clubs)

Standard 1 to 7 : Thursday (Clubs)



(a) ASSEMBLY DAYS- Monday and Friday

07:20hrs : Siren or bell rings for students to go for assembly

0715hrs : Teachers and Pupils in school

0725hrs-0740hrs : Assembly activities start and End

(a) NON-ASSEMBLY DAYS

0725hrs : All Teaching Staff in School,

0730hrs : All Pupils in School.

0600hrs : SCHOOL GATES OPEN (Monday – Friday)



SPECIAL EDUCATIONAL NEEDS

The Special Education Needs Coordinator (SENCO) and class teachers will work closely together to ensure early identification of special needs and appropriately designed programmes of work.

As it is the intention of the school to maximize the potential of each of the pupils, the school will endeavour, within its resources, to meet these needs. As well as in class differentiation of work, pupils with special Educational needs may receive the following support

- Literacy and Numeracy Intensive support
- Reading Partnership
- Numeracy catch up programme

Close cooperation with parents, characterizes the school's approach to special Educational Needs. Parents will be informed of their child's difficulty and the steps which the school is taking to address this difficulty. Parents will be asked to contribute to review procedures concerning their child/children.

When appropriate, support from outside agencies will be sought.

ORGANISATION OF CLASSES

It is the policy of the Board of Directors that as far as possible, children should be taught in single year group classes with an average class maximum of 25 and minimum 20.



HOMEWORK

Regent Hill International School sees a value in children engaging in homework as a means of revising work done, in discovering information unavailable in school, in involving parents in their children's studies and in the development of good work habits. Against this, each child's need for recreation and development of private interests and hobbies must be balanced. Parents are encouraged to sign their child's homework each evening.



PASTORAL CARE

The school prides itself on its child centred provision. Pupils are taught in a happy, safe and caring environment. Self-respect and respect for others are at the centre of the school's ethos. It is the responsibility of each class teacher to look after the pastoral needs of the children in their class. The Vice Principal and the HODs are the designated teachers for Health and Safety,t

he teacher pastoral care/child protection. Together with the Principal, they make up the safeguarding team which meets monthly. Class teachers will attempt to resolve the worries and anxieties of pupils and will be grateful for information about any difficult home circumstances which may be causing stress or worry.

I have concern about my/a child's safety



I can talk to the class teacher



If I am still concerned,I can talk to the H.O.D



In the absence of the H.O.D,I can talk to the Vice Principal



If I am still concerned I can talk to the Principal.

In all cases of suspected child abuse the action that will be taken by Regent Hill International Primary School is that of informing the social welfare services. The school will not be involved in investigating the suspected abuse.



DISCIPLINE

Regent Hill International Primary School provides a good environment for your child to learn.

The school operates a policy of positive discipline and behavior management based around rules,

rewards and consequences. It is the school's policy that discipline should be based on respect for self-others and respect for property. In those cases where a child has transgressed the school rules, there is a graded set of consequences. In any case involving a serious breach of rules, parents will be involved either by receiving a written report from school or by being invited to

come to school to discuss the matter. Partnership between the home and school is key in maintaining effective school discipline. We have very high expectations of good behavior from all our pupils. A copy of the school's Discipline Policy is available from the school office.

ANTI-BULLYING

At Regent Hill International School bullying is not tolerated and reported incidents are taken seriously and thoroughly investigated and dealt with in line with our Anti-Bullying Policy.

PARTNERSHIP WITH PARENTS

The school believes in a strong partnership with parents which is fostered in many ways. Formally there are two Parent/Teacher Meetings. Informally it is possible to speak to a member of staff at any time through the school's "Open Door" policy. The school also has a parent Teacher Association.



DRUGS EDUCATION POLICY

Regent Hill International Primary School is a caring and responsible school. In which children are placed in the center of activities. The staff at the school thrive to respond to personal,

emotional, social and educational needs of pupils through interaction with them in the classrooms and beyond. Guidance and counseling 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 will be provided which is appropriate to the experience of the children in Regent Hill International Primary School. A policy is available on request.

ATTENDANCE

We recognize and stress the importance of the 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. If a student is absent for 7 consecutive days for any reason other than medical or fees, the student may be cancelled in the register and considered withdrawn from the school.

ILLNESS/ACCIDENTS AT SCHOOL

When a child is sick or injured the school, in the first case, 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 will be the school policy to act in the best interests of the child. When returning to school after illness the child must bring a signed note from his or her parent guardian giving the reason why he/she was absent.

A verbal reason for absence from the parent guardian will also be accepted.

PHYSICAL EDUCATION/SPORTS

The primary years are 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.

Facilities

- Playgrounds
- Soccer field with artificial turf
- Swimming pool
- Basketball and tennis Court
- Large apparatus- high jump
- Small apparatus

PHYSICAL EDUCATION



EXTRA CURRICULUM ACTIVITIES

At Regent Hill International Primary School we believe in a holistic approach to education and the school offers pupil with wide variety of extra curriculum activities including:

- Soccer- boys and girls
- Drama
- Traditional Dance
- Chess
- Basketball ICT
- Recorders
- Modeling
- Volley ball
- Life skills
- Judo
- Tennis
- Debate
- Spelling bee
- Science Fair

Music forms a central part of the school life with a choir and Recorder team. Drama and debate are greatly encouraged too.

SCHOOL UNIFORM

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

- Give children identity and help make them feel part of the school community
- Allow them to feel pride in themselves
- Add to the overall ethos and atmosphere of the school
- Promote equality by ensuring that pupils do not feel different in the clothes that they wear
- Take the pressure off parents with regards to providing clothes each day for their children to wear.
- Help with child protection, security and Health and Safety as our pupils can easily be recognized and distinguished
- Promote the image of the school in public

The following is our uniform:

Boys

- Navy blue trouser
- White embroidered shirt
- Tie
- Sun hat
- Navy blue embroidered tracksuits

- Navy blue short (P.E)
- Colored house P.E golf shirt
- White golf shirt
- Navy blue swimming costume with logo
- Navy blue with orange stripe school belt
- Navy blue with orange stripe socks
- Navy blue embroidered Jersey

Girls

- Check skirt
- White embroidered shirt
- Tie
- Sun hat
- Navy blue embroidered tracksuits
- Navy blue short (P.E)
- Colored house P.E golf shirt
- White golf shirt
- Navy blue swimming costume with logo
- Navy blue with orange stripe school belt
- Navy blue with orange stripe socks
- Navy blue embroidered Jersey

P.E UNIFORM (BOYS & GIRLS)

P.E uniform must be worn for all P.E sessions for health and safety reasons.

Uniform is available at the school.

APPEARANCE

- Uniform must be worn in a tidy manner, ie shirts tucked into trousers/ skirts etc
- No pierced jewellery of any kind be worn in school.
- Children are permitted to wear a watch but no bracelets, wrist chains or rings are only permitted for health and safety reasons.
- Wearing make-up of any kind, including nail varnish to school is not allowed. Hair styles must be tidy and natural in color.

CHARGING POLICY (FEES)

Regent Hill International Primary School is a private school which relies on fees paid by parents to pay its staff purchase resources and finance other activities. Parents/Guardians are required to pay up before the beginning of the term or make arrangements for payment plan with the school in which all fees for the term are payable by end of the following month of each term. 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.

SCHOOL FEE STRUCTURE

Registration Fee(non-refundable): P200.00

Development Levy (non-refundable):P1000.00

STANDARD 1:P7950/TERM

Full Payment : P7950.00 Paid by 30th December 2019

Method 1 : P3975.00 Paid by 30th December 2019

P3975.00 Paid by 30th January 2020

Method 2 :P2650.00 Paid by 30th December 2019

P2650.00 Paid by 30th January 2020

P2650.00 Paid by 29th February 2020

STANDARD 2 -6: P8440.00/TERM

Full Payment:P8440.00 Paid by 30th December 2019

Method 1: P4220.00 Paid by 30th December 2019
P4220.00 Paid by 30th January 2020

Method 2:P2815.00 Paid by 30th December 2019
P2815.00 Paid by 30th January 2020
P2815.00 Paid by 29th February 2020

STANDARD 7:P8550 per TERM/P25 650 annually (paid in 2 Terms)

Full Payment:P8550.00 Paid by 30th December 2019
P8550.00 Paid by 29th February 2020
P8550.00 Paid by 30th May 2020

Standard 7 parents must make a monthly instalment of P4275.00 from December 2019 to May 2020 or P8550.00 by 30th December 2019,P8550.00 by 29th February and P8550.00 by May 2020.

NB:

- **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 the 31st January 2020.
- **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.**
- 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 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.

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

- The original deposit slip (including the child's name and the 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: 3 919 729 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.***

- 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 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 many Regent Hill Schools there is a 50% discount on Development Levy***

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

Multiple child Discounts

Regent Hill 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)

Yours sincerely,

Bursar

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

All pupils must take part in regular P.E sessions

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

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.

FURTHER INFORMATION

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

Telephone: +267 3919727

Fax: +267 3919729

Email: inquiry@regenthillschool.com

P O BOX 80513

GABORONE

SCHOOL MAP