



Regent Hill School-Molepolole

P O Box 80408 Gaborone
Tel: 5907349 Cell: 76498372
e-mail: inquiry.moleps@regenthillschool.com

[website: www.regenthillschool.com](http://www.regenthillschool.com)

PROSPECTUS

Introduction:

Regent Hill is a multicultural English Medium Private School registered with the Botswana Ministry of Education & Skills Development, and catering for children of all nationalities from around the world.

Our Curriculum:

The school is a Cambridge registered school and offers a Cambridge syllabus blended with the local Botswana Government PSLE Curriculum prescribed by the Ministry of Education and Skills Development for enrichment. Any child coming into Regent Hill from English Medium institutions world-wide will be able to cope with our curriculum as they will go through an elaborate orientation programme. Similarly, a Regent Hill child transferring from Botswana to any English-Speaking school in the world will cope very well as all our children follow components of the Cambridge International Primary curriculum.

We offer:

ACADEMIC SUBJECTS	ENRICHMENT/SPECIALIST SUBJECT AREAS
<ul style="list-style-type: none">➤ <i>Mathematics</i>➤ <i>English</i>➤ <i>Science</i>➤ <i>Social/Cultural Studies</i>➤ <i>Setswana</i>➤ <i>Religious & Moral Education</i>➤ <i>Agriculture</i>	<ul style="list-style-type: none">➤ <i>French</i>➤ <i>Art</i>➤ <i>Music</i>➤ <i>I.C.T</i>➤ <i>P. E</i>

Sport and Cultural Activities:

Regent Hill offers a rich diversity of sporting and cultural activities. These include, among many others, Swimming, Football, Netball, Volleyball, Drama, Music, Athletics, Chess, Art, etc.

We look forward to introducing Cricket and Hockey in the near future.

Home Assignments

All pupils in the school are required to do some school work at home. Each child will be issued with a Homework 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.

Stationery:

Exercise Books will be provided by the school. Parents are requested to subsidize other stationery as advised by Class Teachers.

EDUCATIONAL TRIPS

Children are taken on Educational Trips and Excursions while Prefects are taken on a week long Boot Camp.

Application and Admission into Regent Hill:

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

The following levels are in session:

- **Kindergarten and Reception:** These classes comprise of children aged between 30 months and 6 years.
- **Standard One:** All children enrolling into Standard one should be 5 years by January of the year they intend to start Standard 1.
- **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 P100.00 registration fee (*and a non refundable P500.00 development levy at entrance into primary school only*)
 2. A photocopy of the child's birth certificate
 3. Photocopies of the latest school reports (Primary Only)
 4. A photocopy of the health card, showing child's immunization in the case of children aged 6 or less.
 5. Two recent passport-size photographs
 6. Copy of Omang/ ID (parent/ 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.

- **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 Sizes:** Pupils are placed in classes of 15 to 25 children.

FEES AND LEVIES 2020

<p>Standards 1 to 7</p> <p>Registration Fee: P 100.00 (non-refundable) Development Levy: P 500.00 payable once. School fees per Term Std 1 P4 650.00 School Fees per Term Std 2-7: P4 950.00. Meals (Lunch only Optional) P1 050 (P350 monthly) Sports Levy P 225.00 (annually) P75 per term PTA P 100.00 (annually) Refundable book security deposit/caution fund: P600 (T&Cs apply)</p> <p>AFTERSCHOOL CARE PROGRAMME P 350p/m</p>	<p>Pre-School</p> <p>Registration Fee: P 100.00 (non-refundable) School Fees per Term : P3 000.00 – Inc Meals. School Fees Reception Class: P3 300.00 Sports Levy P 225 (annually) 75p/t P.T.A. P 100 (annually)</p> <p>AFTERSCHOOL CARE PROGRAMME P 350p/m</p>
<p>Standards 7 Special Payment Plan (1st and 2nd term – Total P14 850.00)</p> <ul style="list-style-type: none"> • School fees Term 1 & 2 - P7 425.00 per term. • Easy Monthly Instalments starting January 2020 to clear by 30th June 2020 - P2 475.00 • P4 950 by January 2020, P4 950 by 29th March 2020 and P4 950 by 30th May 2020 	

SCHOOL FEE STRUCTURE

PRE-SCHOOL KINDER

TERM 1							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	14/01/2020	1500.00	1	14/01/2020	1000.00
		2	31/01/2020	1500.00	2	31/01/2020	1000.00
					3	28/02/2020	1000.00

PRE-SCHOOL RECEPTION

TERM 1							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	14/01/2020	1650.00	1	14/01/2020	1100.00
		2	31/01/2020	1650.00	2	31/01/2020	1100.00
					3	28/02/2020	1100.00

PRIMARY SCHOOL STANDARD 1

TERM 1							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	14/01/2020	2 350.00	1	14/01/2020	1550.00
		2	31/01/2020	2 350.00	2	31/01/2020	1550.00
					3	28/02/2020	1550.00

PRIMARY SCHOOL STANDARD 2-6

TERM 1							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	14/01/2020	2 475.00	1	14/01/2020	1650.00
		2	31/01/2020	2 475.00	2	31/01/2020	1650.00
					3	28/02/2020	1650.00

PRE-SCHOOL KINDER

TERM 2							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	05/05/2020	1500.00	1	05/05/2020	1000.00
		2	31/05/2020	1500.00	2	31/05/2020	1000.00
					3	30/06/2020	1000.00

PRE-SCHOOL RECEPTION

TERM 2							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	05/05/2020	1650.00	1	05/05/2020	1100.00
		2	31/05/2020	1650.00	2	31/05/2020	1100.00
					3	30/06/2020	1100.00

PRIMARY SCHOOL STANDARD 1

TERM 2							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	05/05/2020	2 350.00	1	05/05/2020	1550.00
		2	31/05/2020	2 350.00	2	31/05/2020	1550.00
					3	30/06/2020	1550.00

PRIMARY SCHOOL STANDARD 2-6

TERM 2							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	05/05/2020	2 475.00	1	05/05/2020	1650.00
		2	31/05/2020	2 475.00	2	31/05/2020	1650.00
					3	30/06/2020	1650.00

PRE-SCHOOL KINDER

TERM 3							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	08/09/2020	1500.00	1	08/09/2020	1000.00
		2	30/09/2020	1500.00	2	30/09/2020	1000.00
					3	31/10/2020	1000.00

PRE-SCHOOL RECEPTION

TERM 3							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	08/09/2020	1650.00	1	08/09/2020	1100.00
		2	30/09/2020	1650.00	2	30/09/2020	1100.00
					3	31/10/2020	1100.00

PRIMARY SCHOOL STANDARD 1

TERM 3							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	08/09/2020	2 350.00	1	08/09/2020	1550.00
		2	30/09/2020	2 350.00	2	30/09/2020	1550.00
					3	31/10/2020	1550.00

PRIMARY SCHOOL STANDARD 2-6

TERM 3							
FULL PAYMENT		2 INSTALLMENTS			3 INSTALLMENTS		
INSTALLMENT	DATE DUE	INSTALLMENT	DATE DUE	AMOUNT	INSTALLMENT	DATE DUE	AMOUNT
1	FIRST DAY OF SCHOOL TERM	1	08/09/2020	2 475.00	1	08/09/2020	1650.00
		2	30/09/2020	2 475.00	2	30/09/2020	1650.00
					3	31/10/2020	1650.00

See page 2 for Standard 7

All fees are paid in advance of the school term; if paying in instalments, the school will only allow a maximum of three instalments.

NB:

- For new students, registration fee is P100 and a non refundable Development Levy of P500.00.
- **Book Security, Sports Levy and PTA levy are to be paid upon Registration.**
- **Children owing on the monthly instalments will not be permitted to sit for the monthly examinations and may have their classroom schedule interrupted.**

Office Hours:

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

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

Class Contact Hours:

Monday to Friday;

Pre-School	Standards 1 to 7	AFTERSCHOOL CARE PROGRAMME
Monday - Thursday Full Day 7:30am to 4:30pm 4:30pm Dismissal	<p>Mondays & Wednesday: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1:00pm-2:00pm Lunch Break 2:00pm – 3.30pm Remedial classes/study</p> <p>Tuesdays, & Thursdays: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1:00pm-2:00pm Lunch Break 2:00pm -3:30pm Sport, Clubs, 3:30pm Dismissal</p> <p>Friday: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1.30pm Dismissal</p>	<p>MONDAY – THURSDAY DAILY 3:30pm – 6:00pm</p> <p>FRIDAY 1:30pm – 6:00pm</p> <p>Please Note: <i>A special calendar of events is prepared at the beginning of every term and is given to each student for reference purposes.</i></p>

TRANSPORT: The school offers transport to and from school. Enquire from the school office in this regard.

IMPORTANT.

1. All Standard 7 students, are required to have paid 50% of the year's fees by 31st March and the balance cleared by 30th June before being registered for PSLE,
2. 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.
3. Cheques will only be accepted upon agreement with Management. Post-dated cheques will not be accepted.
4. A Penalty of P200.00 is payable on all 'Refer to Drawer's Cheques.
5. Fees for the current term must be cleared before any payments can be credited for the next term.
6. ***THE SCHOOL IS A CASH FREE INSTITUTION.*** Please deposit school fees directly into the School Account and avail the deposit slip to the school accounts office. ***NO CASH PAYMENTS WILL BE ACCEPTED AT THE SCHOOL!***

The name and standard of your child should be clearly stated on the deposit slip! 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.

Banking details:

Bank: Bank Gaborone
Account name: Regent Hill School
Account Number: 8000924557
Account Type: CHK
Branch: Airport Junction
Branch Code: 20 – 18 - 67

7. **The original deposit slip (including the child's name and the Standard) should be availed to the School Office.**
8. ***The school does not accept cash payments. All payments are to be made through the bank, details are shown above.***
9. **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.
10. 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 9 stated above.
11. **For all children from any Regent Hill Schools there is a 50% discount on Development Levy**
12. 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.

1 st /oldest child: No discount	(100% of fees)
2 nd child: 10% discount	(90% of fees)
3 rd child: 15% discount	(85% of fees)
4 th /youngest child: 20% discount	(80% of fees)

List of items to bring daily for Pre-School pupils

- **A box of tissues**
- **Vaseline or lotion (depending on what the parent prefers)**
- **Wet Wipes**
- **A change of clothes**
- **A blanket or sheet**
- **Snacks from the following list to be kept in a sealed plastic container:**
 - Fruit
 - Simba nuts and raisins
 - Yogurt
 - Sandwich
 - Dried fruit
 - 100% fruit juice/vegetable juice or bottled water