



Regent Hill International School Pre -Primary Tlokweng

P O Box 80513 Gaborone

Tel: 3959445 Cell: 72899921 Fax: 3919729

E-mail:

inquiry.pretlokweng@regenthillschool.com

Website:

www.regenthillschool.com

PROSPECTUS 2020



ABOUT US

Regent Hill International School is a multicultural English Medium Private School registered with the Botswana Ministry of Education & Skills Development. We cater for pupils from of all nationalities from around the world, with varied national, social and cultural background.

MISSION STATEMENT

To create a learning environment which encourages every individual to achieve their best in all aspects of life.

Our Curriculum:

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

- Personal, Social and Emotional development
- Language Development and early learning literacy
- 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 offer a wide range of **Extra Curriculum** 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, Cookery classes, Art.

Indoor and outdoor Activities

- Organised free play
- Circle Time
- Playground Activities
- Nature Walks

Special Enrichment Programs

- Field Trips
- Special Guest Visitors

- Talent shows

Application and Admission into Regent Hill Pre-school:

We take the following groups: **Kindergarten (Ages 2+ 4 years)** and **Reception (Ages 4 ½ to 5+)**

- For admission into these classes, applicants should furnish the school office with the following:
 1. A completed application form with P200.00 registration fee
 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 5+ 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:** 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.



PRE-SCHOOL UNIFORM

GIRLS

- Dress
- Jersey
- Tracksuit
- Socks
- Sunhat
- House P.E t-shirt
- P.E shorts navy blue

BOYS

- Navy blue trouser/short
- White shirt long and short
- House P.E t-shirt
- P.E shorts Navy blue
- Socks
- Tie
- Sunhat
- Jersey
- Tracksuit

School Uniform

All pupils are expected to wear the school uniform.

All uniforms can be purchased in our school uniform shop, see attached price list. **Sun Hats are compulsory for every child.**

Homework:

All pupils in the school are required to do some homework at home. Each child will be issued with a homework diary that will help monitor their homework on weekly basis and on demand.

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



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Stationery: Exercise Books will be provided by the school.

Office Hours:

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

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

Class contact hours:

Monday to Friday: 7:00 am to 16:30 pm

SCHOOL FEE STRUCTURE

There is a non-refundable registration fee of **P200.00** for new students.

- 1) 7.5 % Discount for the parents who pay for the whole year by 31st January 2020**
- 2) 2.5 % Discount for early termly settlement discount for payments paid on or before the first day of classes.**

The term's fee is **P3000.00 per Term for Kindergarten 1&2 and P3240.00 for Reception Class**

Kindergarten 1 &2 (Ages 2+ to 4 years)

Full Payment: 3000.00 Paid by 30th December 2019 (Advance Payment)

Method 1: 1500.00 Paid by 30th December 2019
1500.00 Paid by 30th January 2020

Method 2: 1000.00 Paid by 30th December 2019
1000.00 Paid by 30th January 2020
1000.00 Paid by 30th February 2020

Reception Class (Ages 4^{1/2} to 5⁺ years)

Full Payment: 3240.00 Paid by 30th December 2019 (Advance Payment)

Method 1: 1620.00 Paid by 30th December 2019
1620.00 Paid by 30th January 2020

Method 2: 1080.00 Paid by 30th December 2019
1080.00 Paid by 30th January 2020
1080.00 Paid by 30th February 2020

NB:

- ❖ Please observe the dates by which payments must be made.
- ❖ 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 fees are paid in advance of the school term, if paying in instalments; the school will only allow three instalments**
- ❖ Children owing on the monthly instalments will not be permitted to come to school and may have their classroom schedule interrupted.
- ❖ Parents/Guardians who collect their children from school after 5 pm will be charged P50.00 per day per child.
- ❖ 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 Bank Gaborone Branch at your own convenience and avail the deposit slip at the office. (Banking details below)

The name and Class of your child should be clearly stated on any deposit slip! 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 payment.

Bank : Bank Gaborone
Account Name : Tlokweng Pre-School
Account Number : 8001088461
Branch : Airport Junction
Branch Code : 20-18-67



- ❖ The original deposit slip (including the child's name and class) should be availed to the School Office.
- ❖ If you live outside Gaborone, the deposit slip can be faxed to the school on Fax number: 3919729 or emailed to inquirypretlokweng@regenthillschool.com
- ❖ You can also pay by swiping at the school. For safety reasons, cash is no longer accepted at the school.
- ❖ 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 transfer request.
- ❖ 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 any Regent Hill School Campuses. ***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 child 20 % discount	(80% of fees)

List of items to bring for Pre-School pupils

- A box of tissue once per term
- 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

PLEASE NOTE THE FOLLOWING

- No cooked food such as fresh chips, rice, pastas to be packed for the children.
- All Students are provided with breakfast, lunch and afternoon snack before dismissal time 16:30pm.
- There will be a penalty for every child picked after stipulated times.