



# PROSPECTUS

## 2021 ACADEMIC YEAR

### REGENT HILL INTERNATIONAL PRIMARY SCHOOL

---

**BLOCK 9 CAMPUS**



# ABOUT OUR SCHOOL



## Get in touch!

P.O. Box 80513, Gaborone  
Plot 26125, Block 9, Gaborone

Tel: 391 9727

Fax: 391 9729

Cell: 75 299 763

Email: [inquiry@regenthillschool.com](mailto:inquiry@regenthillschool.com)

Web: [www.rhis.ac.bw](http://www.rhis.ac.bw)

## 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 Pre-school and a Secondary School.

Features include a modern computer suite, a comfortable and bright school library, a wide range of indoor and outdoor activities, 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 afield, throughout the year as well as making use of the great learning resources that the local community has to offer.

PRINCIPAL'S

# WELCOME

**Dear Parent/Guardian**

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

Regent Hill International Primary 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.

We aim to allow our pupils to achieve personal excellence; academically, physically and spiritually. 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 onto our website at [www.rhis.ac.bw](http://www.rhis.ac.bw) or contact +267 391 9729 / +267 75299763. Alternatively, please email [inquiry@regenthillschool.com](mailto: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

## **MISSION**

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 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 problem solving and decision making
- Creative, 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 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.

## **ADMISSION CRITERIA**

- **Standard 1:** from 6/7 years of age 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 he/she 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 arrangement for consultation are:

(a) Before Enrollment

- 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 International Primary School, parents have indicated a preference for this school are signifying acceptance of its vision, aims, philosophy, standards and policies.

## **AFTER ENROLLMENT - SCHOOL ORGANISED**

- Initial Parent Teacher Meetings will be held each November.
- Second Parent Teacher Meetings will be held in February/March.
- Parents will be invited to school to take part in such activities as Concerts, Sportdays, Consultations and Awards Ceremonies.
- 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 ENROLLMENT - 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:** STD 1 and 2

**Middle Primary:** STD 3 and 4

**Upper Primary:** STD 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**

- 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.
- In Mathematics, French, Setswana and English pupils will be assessed through writing three papers
  - Multiple Choice- Paper 1
  - Structured paper
  - Mental (Mathematics)
  - Spellings (English and Setswana)
  - PE, ART, Music and I.C.T
  - Standard 1 and 2 – will be assessed in Reading at the end of every term.
- 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:

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

## **THE SCHOOL DAY**

<b>Monday:</b>	08:00 to 13:15 (STD 1 to 4) 08:00 to 15:30 (STD 5 to 7)
<b>Tuesday:</b>	08:00 to 15:30 (STD 1 to 7)
<b>Wednesday:</b>	08:00 to 13:15 (STD 1 to 2) 08:00 to 15:30 (STD 3 to 7)
<b>Thursday:</b>	08:00 to 15:30 (STD 1 to 7)
<b>Friday:</b>	08:00 to 13:15 (STD 1 to 7)
<b>Break Time:</b>	10:20 to 10:55 (STD 1 to 4) 10:55 to 11:30 (STD 5 to 7)
<b>Lunch Hour:</b>	13:15 to 14:15

## **SPORTS AND CLUB DAYS (TERM 1, 2 AND 3)**

<b>STD 1 and 2:</b>	Tuesday (Sports)
<b>STD 3 to 7:</b>	Wednesday (Sports/Clubs)
<b>STD 1 to 7:</b>	Thursday (Clubs)

## **ASSEMBLY DAYS (MONDAY AND FRIDAY)**

<b>07:00</b>	Teachers and pupils arrive in school
<b>07:20</b>	Siren/bell rings for students to go for assembly
<b>07:25 to 07:40</b>	Assembly activities start and end

## **NON-ASSEMBLY DAYS**

<b>06:00</b>	School gates open (Monday to Friday)
<b>07:30</b>	All teaching staff in school
<b>07:30</b>	All pupils in school

## **SPECIAL EDUCATION NEEDS**

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

As it is the intention of the school to maximize the potential of each of the pupils, the school will endeavor, 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, the 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 a 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 three or more consecutive weeks for any reason other than medical the student shall 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



## EXTRA CURRICULAR ACTIVITIES

At Regent Hill International Primary School we believe in a holistic approach to education and the school offers pupils with wide variety of extra curricular 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.

# THE SCHOOL DRESS CODE

## 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 uniform

Navy blue trousers  
White embroidered shirt  
Tie  
Sun hat  
Navy blue embroidered tracksuit  
Navy blue shorts (P.E.)  
Coloured 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 socks  
Navy blue embroidered jersey

### Girls uniform

Check skirt  
White embroidered shirt  
Tie  
Sun hat  
Navy blue embroidered tracksuit  
Navy blue shorts (P.E.)  
Coloured 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 socks  
Navy blue embroidered jersey

## **P.E. UNIFORM (BOYS AND 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, i.e. shirts tucked into trousers/skirts etc
- No pierced jewellery of any kind be worn in school.
- Children are permitted to wear a watch. 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.



# **2021 FEES AND CHARGES**

## **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 FEES STRUCTURE

<b>STD 1</b>	P 8,300/term or P 24,900/year
<b>STD 2 to 6</b>	P 8,700/term or P 26,100/year
<b>STD 7</b>	P 8,900/term or P 26,700/year
<b>Registration fee</b>	P 200 non-refundable
<b>Development levy</b>	P 1,000 non-refundable (once off)

### **STD 1**

**Full payment** P 24,900/year - on or before 30 December 2020  
P 8,300/term - on or before 31 December 2020

**1st installment** P 2,767 paid on or before 30 December 2020

**2nd installment** P 2,767 paid on or before 30 January 2021

**3rd installment** P 2,767 paid on or before 28 February 2021

**4th installment** P 2,767 paid on or before 31 March 2021

**5th installment** P 2,767 paid on or before 30 April 2021

**6th installment** P 2,767 paid on or before 31 May 2021

**7th installment** P 2,766 paid on or before 30 June 2021

**8th installment** P 2,766 paid on or before 31 July 2021

**9th installment** P 2,766 paid on or before 31 August 2021

### **STD 2 to 6**

**Full payment** P 26,100/year - on or before 30 December 2020  
P 8,700/term - on or before 31 December 2020

**1st installment** P 2,900 paid on or before 30 December 2020

**2nd installment** P 2,900 paid on or before 30 January 2021

**3rd installment** P 2,900 paid on or before 28 February 2021

**4th installment** P 2,900 paid on or before 31 March 2021

**5th installment** P 2,900 paid on or before 30 April 2021

**6th installment** P 2,900 paid on or before 31 May 2021

**7th installment** P 2,900 paid on or before 30 June 2021

**8th installment** P 2,900 paid on or before 31 July 2021

**9th installment** P 2,900 paid on or before 31 August 2021

## **STD 7**

<b>Full payment</b>	P 26,700/year - on or before 30 December 2020 P 8,900/term - on or before 31 December 2020
<b>1st installment</b>	P 3,815 paid on or before 30 December 2020
<b>2nd installment</b>	P 3,815 paid on or before 30 January 2021
<b>3rd installment</b>	P 3,814 paid on or before 28 February 2021
<b>4th installment</b>	P 3,814 paid on or before 31 March 2021
<b>5th installment</b>	P 3,814 paid on or before 30 April 2021
<b>6th installment</b>	P 3,814 paid on or before 31 May 2021
<b>7th installment</b>	P 3,814 paid on or before 30 June 2021

**Standard 7 parents must clear fees by the 30th of June 2021.**

## **NOTE**

- 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 31st January 2021.

**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 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.
- Failure to pay fees by the stipulated dates/times may result in the child being withdrawn from class until such fees have been paid up.
- Please deposit school fees in the School Account at any Standard Chartered Bank 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.

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 student's name and 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: 391 9729 or emailed to [inquiry@regenthillschool.com](mailto: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 any 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 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 Primary School (Terms and Conditions may apply, please see the bursar if it applies to your situation):

<b>1st/oldest child: No discount</b>	100% of fees
<b>2nd child: 10% discount</b>	90% of fees
<b>3rd child: 15% discount</b>	85% of fees
<b>4th child: 20% discount</b>	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 School realizes that information given in this prospectus is limited and parents are very welcome to make arrangements to visit our campus. Parents are also encouraged to visit our website.

<b>Telephone:</b>	+267 391 9727
<b>Fax:</b>	+267 391 9729
<b>Postal Address:</b>	P.O. Box 80513, Gaborone
<b>Physical Address:</b>	Plot 26125, Block 9, Gaborone
<b>Email:</b>	<a href="mailto:inquiry@regenthillschool.com">inquiry@regenthillschool.com</a>
<b>Web:</b>	<a href="http://www.rhis.ac.bw">www.rhis.ac.bw</a>