

# REGENT HILL INTERNATIONAL SCHOOL

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## PRIMARY SCHOOL

# PROSPECTUS



**2026**

**METSIMOTLHABE**

# WELCOME TO METSIMOTLHABE



## Introduction:

Regent Hill International School Metsimotlhabe is a multicultural English Medium Private School Registered with the Botswana Ministry of Basic Education, and Cambridge International School, Catering for children of all nationalities from all over the world.

## Our Curriculum:

The school follows the Botswana Government Primary School Curriculum prescribed by the Ministry of Basic Education & skilled development integrated with the Cambridge International Primary curriculum for Enrichment. Any child coming into Regent Hill International School from Any International School world-wide, should be able to cope with our curriculum as they will go Through an Elaborate orientation programme. Similarly, a Regent Hill International School student Transferring from Botswana to any International School should cope very well.

**Application and Admission into Regent Hill International School:**

Regent Hill International School accepts applications from children from a whole diversity of Cultures and nationalities.

## The following levels are in session:

**Kindergarten and Reception:** These classes comprise children aged between 2 and 6 Years.

**Standard One:** All children enrolling into Standard one should have turned 6 years or before 30th June in the year of enrollment.

**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 P200.00 registration fee (and a non refundable P1000.00 Development levy at entrance into primary school)
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 6 years or less.
5. Two recent passport-size photographs
6. Copy of Omang/ ID for the parent or 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

# INFO / FINANCE



## 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 Size

Pupils are placed in classes of around 25 children .

Sport and Cultural Activities: Regent Hill offers a rich diversity of sporting and cultural Activities. These include, among many others, Swimming, Football, Netball, Volleyball, Tennis, Drama, Music, Dance, Martial Arts, Athletics, Chess, Cooking, Art, etc.

### Standard 1

Registration Fee : P200.00 (Non-Refundable)

Development Levy : P1000. 00 Payable Once

School Fees per Year: P22 680.00

PTA Levy P200.00 (Per Year)

Non-Refundable Text book security deposit  
P1000 (terms and conditions apply)

### Standard 2-6

Registration Fee : P200.00 (Non-Refundable)

Development Levy : P1000. 00 Payable Once

School Fees per Year: P23 940.00

PTA Levy P200.00 (Per Year)

Non-Refundable Text book security deposit  
P1000 (terms and conditions apply)

### Pre School

Registration Fee : P200.00 (Non-Refundable)

School Fees per Year Reception : P12 780.00  
Kindergarten : P11 880.00

PTA Levy P200.00 (Per Year)

**Standards 7 (1st ,2nd and 3rd term – total P24 840)**

**School fees per Year: P24 840.00 Which should have been fully paid by April 2026**

**Six Monthly Instalments starting 31st October 2025 to clear by 30<sup>th</sup> April 2026 - P3548.60 per month  
Or**

**P8280.00 by 31st October 2025, P8280.00 by 30th November 2025 and P8280.00 by 31st December 2025**

**Standard 7**

# TIME SCHEDULE

All fees are paid in advance of the school term; if paying in installments, the school will only allow nine installments excluding arrangement for Standard 7 which allows seven installments  
From October to March

## Office Hours:

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

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

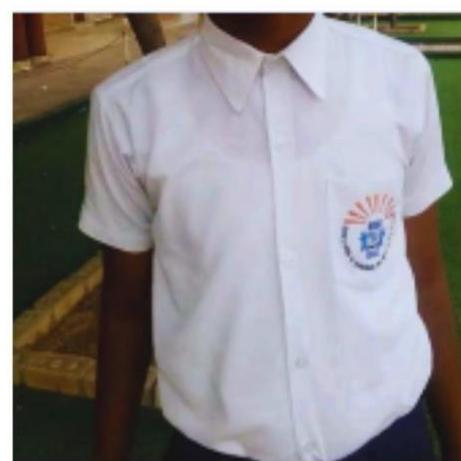
Class Contact Hours: (due to covid-19 the school will adhere to the following condition)  
Monday to Friday.

Pre School	Standard 1 -7
Full Day	Full Day
7:30-3:30PM Dismissal	7:30AM-3:30PM Classes in progress 09:30AM-10:00PM Snack Break (STD 1 &2 ) 10:00AM-10:30AM Snack Break (STD 3 & 4 ) 10:30AM-11:00AM Snack Break (STD 5, 6 & 7) 3:30PM Dismissal Friday dismissal time for Primary is 13:00 HOURS

# UNIFORM | HOMEWORK | STATIONARY

## School Uniform

All pupils are expected to wear the school uniform. Please collect a copy of the full information on the school uniform from the school reception office. Uniform shop opens 8.30am to 3:30pm on Mondays, Wednesdays and Fridays.



## Homework:

All pupils in the school will be assigned homework on a daily basis. Each child will be issued with a homework / communication 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. The school also uses the WhatsApp forum to assign homework. Parents should take note that the WhatsApp forum is strictly for homework communication and any urgent official communication. It is therefore not a forum for other matters not related to classwork and homework. The WhatsApp forums are a one-way communication forum with the Class teachers being the Group Admins.

## Stationery:

Exercise Books will be provided by the school.

Textbooks: Textbooks are issued and used in the classroom. However learners who would have paid the Book Security Deposit are entitled to take textbooks home or study purposes. Any textbook taken home must be returned to school each following school day.

# SCHOOL FEE STRUCTURE



## PRE-SCHOOL

1. There is a non-refundable registration fee of P200.00 for new students.
2. P200.00 Annual; PTA levy

## PRE-SCHOOL

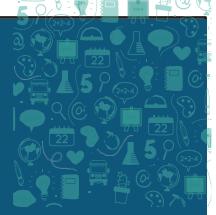
The year's fee is P11 880.00 per Year for Kindergarten  
And P12 780.00 per Year for Reception

Kindergarten	Amount
Full Payment	P11 880.00
Method 1	P3 960.00
	P3 960.00
	P3 960.00
Method 2	P1 980.00
	P1 980.00
	P1 980.00
	P1 980.00
Method 3	P1 320.00
	P1 320.00

Reception	Amount
Full Payment	P12 780.00
Method 1	P4 260.00
	P4 260.00
	P4 260.00
Method 2	P2 130.00
	P2 130.00
	P2 130.00
	P2 130.00
Method 3	P1 420.00
	P1 420.00

Date
Paid by 31st October 2025 (whole year)
Paid by 31st October 2025 (full term 1 fee)
Paid by 28th February 2026 (full term 2 fee)
Paid by 30th June 2026 (full term 3 fee)
Paid by 31st October 2025
Paid by 30th November 2025
<b>Full Term 1 fee due before first day of the term</b>
Paid by 28th February 2026
Paid by 31st March 2026
<b>Full Term 2 fee due before first day of the term</b>
Paid by 30th June 2026
Paid by 31st July 2026
<b>Full Term 2 fee due before first day of the term</b>
Paid by 31st October 2025
Paid by 30th November 2025
Paid by 31st December 2025
<b>Full Term 1 fee due before first day of the term</b>
Paid by 28th February 2026
Paid by 31th March
2026Paid by 30th April 2026
<b>Full Term 2 fee due before first day of the term</b>
Paid by 30th June 2026
Paid by 31st July 2026
Paid by 31st August 2026
<b>Full Term 2 fee due before first day of the term</b>

# SCHOOL FEE STRUCTURE



## PRIMARY SCHOOL

1. There is a non-refundable registration fee of P200.00 for new students.
2. P200.00 Annual; PTA levy

## PRIMARY SCHOOL

The year's fee is P11 880.00 per Year for Kindergarten  
And P12 780.00 per Year for Reception

## REGISTRATION FEE

STANDARD 1	Amount
Full Payment	P22 680.00
Method 1	P7 560.00
	P7 560.00
	P7 560.00
Method 2	P3 780.00
	P3 780.00
Method 3	P2 520.00
	P2 520.00
	P2 520.00
	P2 520.00

STANDARD 2-6	Amount
Full Payment	P23 940.00
Method 1	P7 980.00
	P7 980.00
	P7 980.00
Method 2	P3 990.00
	P3 990.00
	P3 990.00
	P3 990.00
Method 3	P2 660.00
	P2 660.00
	P2 660.00
	P2 660.00

Date
Paid by 31st October 2025 (whole year)
Paid by 31st October 2025 (full term 1 fee)
Paid by 28th February 2026 (full term 2 fee)
Paid by 30th June 2026 (full term 3 fee)
Paid by 31st October 2025
Paid by 30th November 2025
<b>Full Term 1 fee due before first day of the term</b>
Paid by 28th February 2026
Paid by 31st March 2026
<b>Full Term 2 fee due before first day of the term</b>
Paid by 30th June 2026
Paid by 31st July 2026
<b>Full Term 2 fee due before first day of the term</b>
Paid by 31st October 2025
Paid by 30th November 2025
Paid by 31st December 2025
<b>Full Term 1 fee due before first day of the term</b>
Paid by 28th February 2026

# SCHOOL FEE STRUCTURE



## STD 7 SCHOOL FEES STRUCTURE

THE YEAR'S FEE IS **P24 840** PER YEAR FOR STD 7 PLUS P700 PSLE FEES AND P300 INVIGILATION FEE

**NB: Please observe the dates by which payments must be made.**

All Standard 7 students, before being registered for PSLE, are required to have paid 100% of the year's fees by 30th April 2025.

Standard 7	Amount
Full Payment	P24 840.00
Method 1	P8 280.00
	P8 280.00
	P8 280.00
Method 2	P3 548.00
	P3 548.00

Date
Paid by 31st October 2025 (whole year)
Paid by 31st October 2025 (Full Term 1)
Paid by 31st December 2025 (Full Term 2)
Paid by 28th February 2026 (Full Term 3)
Paid by 31st October 2025
Paid by 30th November 2025
Paid by 31 December 2025
Paid by 31st January 2026
Paid by 28th February 2026
Paid by 31th March 2026
Paid by 30th April 2026

**NB:**

- 1. 7.5% ANNUAL DISCOUNT APPLIES UP UNTIL 31ST JANUARY 2025.**
- 2. For new students, registration fee is P200 and a non-refundable development levy of P1000.00**
- 3. Children owing on the monthly installments will not be permitted to sit for the monthly Examinations and may have their classroom schedule interrupted.**

# SCHOOL FEES STRUCTURE



NB: Please observe the dates by which payments must be made.

1. 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.
2. Fees for the current year must be cleared before any payments can be credited for the next year.
3. Please deposit school fees in the School Account at any Bank Gaborone Branch at your own convenience and avail the deposit slip to 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: Bank Gaborone  
Account name: Regent Hill Primary School  
Account Number: 8000835535  
Branch: Airport junction  
Branch Code: 20-05-67

4. The original deposit slip (including the child's name and the Standard should be availed to the School Finance Office for invoicing.
5. If you live outside Gaborone, the deposit slip can be emailed to the school at [s.thela@rhis.ac.bw](mailto:s.thela@rhis.ac.bw) or [enquiry.metsi@rhis.ac.bw](mailto:enquiry.metsi@rhis.ac.bw) or fax 3919717 or Whatsapp 76353385
6. You can also pay by swiping at the school. For security reasons, the school does not accept cash payments.
7. We require a full term's notice in writing before your child is considered withdrawing 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.
8. 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 stated below.

# MULTIPLE CHILDREN DISCOUNTS



10.1 a) In the case fees where have been paid in advance ,

- b) the child has not attended lessons for any part of the month,
- c) Supporting evidence to the reason of transfer have been provided,  
Equivalent of a month fees will be deducted from the amount to be refunded.

9. For all children from any Regent Hill Schools there is a 50% discount on Development Levy

10. Please feel free to contact the school on 76353385/77037713 or 3105187/3960320 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)

### PTA LEVY

**NB: PTA LEVY IS COMPULSORY AND NON REFUNDABLE IT SHOULD BE SWIPED IN THE SCHOOL ACCOUNTS OFFICE OR PAID DIRECTLY INTO THE PTA ACCOUNT:**

**Bank: STANBIC BANK**

**Account name: Regent Hill Primary School**

**Account Number: 9060003155981**

**Branch: Mogoditshane Branch**

# SCHOOL STATIONARY & TOILERIES



Please note the following information:

## School Uniforms:

Are available in the school, details available at the office  
Exercise books and note books will be provided by the school  
Please kindly assist in covering the books upon receiving  
Please ensure that you procure the following for your child:

## Pre school, Standard 1, 2 & 3

1. 20 Pockets view file
2. 30 cm transparent ruler
3. 12 Pack full length color pencil/Crayons
4. HB pencil, sharpener
5. A clean eraser

## Standard 4 to 7

1. Pen (black/blue)
2. 30cm transparent ruler
3. 12 Pack full length color pencil
4. File
5. HB pencils
6. A clean eraser
7. A fully equipped Mathematics instruments set

## List of items to bring for Pre-school

1. A box of tissues
2. Vaseline or lotion (depending on what the parent prefers)
3. A face cloth
4. A change of clothes
5. A blanket or sheet

## LIST OF ITEMS TO BRING FOR STANDARD 1 AND 3 PUPILS

1. A box of tissues
2. Vaseline or lotion (depending on what the parent prefers)
3. Wet wipes
4. Toilet paper
5. Hand was

# DECLARATION



## DECLARATION BY PARENT/LEGAL GUARDIAN:

1. I understand that school fees is prepaid for a term, and must be paid before the first day Of each term.
2. I understand that school fees is paid in maximum of three installments, (method 1,2and 3) Refer to page 3and 4.
3. It is my contractual responsibility to pay fee on time to ensure that my child is not sent Out of class for nonpayment of fees.
4. That I have read and fully understood all the terms and conditions elaborated in the School prospectus.

Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## REGENT HILL SCHOOL 2026 UNIFORM LIST

<u>ITEM</u>	<u>SIZE</u>	<u>PRICE (P)</u>
WHITE GOLF	24-30	110.00
	32-36	120.00
	38-40	140.00
P.E. HOUSE SHIRT	24-28	120.00
	30-32	130.00
	34-36	140.00
	38-40	160.00
JERSEY NAVY	26-28	160.00
	30-32	170.00
	34-36	190.00
	38-40	210.00
TROUSERS NAVY	24-28	150.00
	30-32	160.00
	34-36	175.00
	38-40	190.00
	42-44	210.00
SKIRT CHECK	24-28	130.00
	30-32	140.00
	34-36	150.00
	38-40	160.00
WHITE SHIRTS	24-28	120.00
	30-32	130.00
	34-36	150.00
PRIMARY TRACKSUITS	24-28	360.00
	30-32	370.00
	34-36	390.00
SWIMMING COSTUMES	24-28	160.00
	30-32	170.00
	34-36	180.00
PRIMARY BLAZER	26-28	410.00
	30-38	460.00
PRESCHOOL TRACKSUITS	22-24	290.00
	26-28	310.00

<u>ITEM</u>	<u>SIZE</u>	<u>PRICE (P)</u>
SECONDARY BLAZER	ALL SIZES	460.00
SECONDARY SHIRT	32-38	145.00
	40-44	155.00
	46	165.00
SECONDARY SKIRT	ALL SIZES	180.00
SEC TRACKSUITS	32-38	420.00
	40-44	430.00
	46	460.00
SEC HOUSE SHIRTS	ALL	140.00
FLOPPY HAT		80.00

<b>PRESCHOOL TUNIC</b>	20-22	180.00
	24-28	200.00