



Regent Hill International Secondary School
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THE SCHOOL PROSPECTUS - 2020

Introduction

1. THE SCHOOL

The Regent Hill International Secondary School (RHSS) is a multicultural English Medium Private International Secondary School registered with the Ministry of Basic Education, Government of Botswana. The School caters for students from varied national, social, religious and cultural backgrounds.

2. MISSION

To sustainably foster a modern School environment where children initiate, explore, develop and take responsibility for their learning.

3. VISION

To promote high standards of achievement through a holistic and appropriate curriculum that is recognized globally.

Our objectives include the following:

- A deep understanding of and respect for cultural diversity.
- A highly skilled and enthusiastic teaching team.
- The development of acceptable social, moral and spiritual values.
- The development of holistic and self-reliant students.
- Providing a clean and conducive study environment in spacious classrooms and clean sports grounds for entertainment and relaxation.
- An efficient and effective management team which encourages students, parents, staff and other stake holders to work harmoniously and amicably together.
- A team of highly qualified, experienced, and committed teachers. Their expertise should compare favourably with that of other teachers in any school of excellence around the world.
- Making effective and efficient use of resources in the following:
 - Finance
 - Personnel
 - Buildings
 - Books and Equipment
 - Recruitment
 - Professional Development of staff

4. REGISTRATION REQUIREMENTS

RHISS does not discriminate on the basis of gender, nationality, race, academic potential, religion, etc. However, we expect a prospective student to have the following:

- (a) A testimonial from the previous School.
- (b) Previous PSLE/JCE results or its equivalent.
- (c) Latest school report (if transferring from another school).
- (d) Copy of Omang (Citizen), Passport (Expatriates)
- (e) Residence Permit
- (f) Resident/Work Permit of parent/ guardian (Expatriates)
- (e) Birth Certificate
- (f) Two Passport size Photographs

5. THE SCHOOL CURRICULUM

The School follows the Cambridge International General Certificate of Secondary Education (**IGCSE**) Curriculum. **We offer a five (5) year program.** However, a student, who meets our minimum requirement for the examination entry registration in the fourth year; he/she will be allowed to write his or her examinations in **year 4**.

RHISS offers an extensive curriculum which allows a student who transfers from RHISS in Botswana to any International English Medium Private School globally; or a student who transfers from a Government or another English medium School to Regent Hill International Secondary school to cope very well with minimum inconveniences.

5.1 **Subjects:**

The school offers the following subjects:

Forms 1 and 2

Agriculture, Art and Design, Commercials, General Science, English, French, Geography, History, Information and Communication Technology (ICT), Literature in English, Mathematics, Physical Education, Setswana

Forms 3 to 5

Accounting, Agriculture, Art and Design, Biology, Business Studies, Computer Science, Economics, English as a first language, English as a second language, Chemistry, Computer Science, Development Studies (DVS), French, Geography, History, Information and Communication Technology (ICT), Literature in English, Mathematics, Physics, Setswana and Travel & Tourism.

5.2 **CO-CURRICULAR ACTIVITIES**

Every student is required to take part in co-curricular activities. These are in the form of ball games, athletics, swimming and other sporting or club activities of their own choice. Once students have taken up an activity, they are expected to remain members and to participate in all its activities throughout the term.

NB. Evaluation of the curriculum is done at the end of each academic year

SCHOOL FEES: **P25 380/ year – Form 1**
 P26 550/year -Form 2 to 4
 P27 900/year-Form 5

Registration fee: **P200 non-refundable**

Development levy **P1000 non-refundable (Once off)**

Book fee: **P1500 non- refundable/ year**

Form One

Method 1: Full payment **P8460/ term. -paid on or before 30th December 2019**

Method 2: 1st Instalment P4 230 – paid on or 30th December 2019
 2nd Instalment P4 230 –paid on or before 30th January 2020

Method 3 1st Instalment P2 820 paid on or before 30th December 2019
 2nd Instalment P2 820 paid on or before 30th January 2020
 3rd Instalment P2 820 paid on or before 29th February 2020

Form Two to Four

Method 1: Full payment P8850 / term. -paid on or before 30th December 2019

Method 2: 1st Instalment P4,425 – paid on or 30th December 2019
 2nd Instalment P4,425 –paid on or before 30th January 2020

Method 3 1st Instalment P2 950 paid on or before 30th December 2019
 2nd Instalment P2 950 paid on or before 30th January 2020
 3rd Instalment P2 950 paid on or before 29th February 2020

Four Five

Method 1: Full payment P9300 / term. -paid on or before 30th December 2019

Method 2: 1st Instalment P4 650 – paid on or 30th December 2019
 2nd Instalment P4 650 –paid on or before 30th January 2020

Method 3 1st Instalment P3 100 paid on or before 30th December 2019
 2nd Instalment P3 100 paid on or before 30th January 2020

NOTE: ALL PAYMENTS (FOR THE ENTIRE YEAR), FOR FORM 5 STUDENTS ARE EXPECTED TO BE COMPLETED BY 31 MAY 2020.

7.5% discount is given to those who pay in full for the year by the 31st January.

2.5% discount is given to those who pay in full before or at the beginning of the term.

Those who pay in advance for the following academic year, they will pay fees for the current year and not for the following year, meaning that they will not be affected by the annual increment of the school fees.

****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.**

NB:

a. Cheques will only be accepted upon agreement with Management. Post-dated cheques will not be accepted.

b. 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 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



If you live outside Gaborone, the deposit slip can be faxed to the school on Fax number: **3919 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.

7. TRANSFERS/WITHDRAWALS

If a student is to be transferred to another school or decides to stop School, it is vital that the school be notified in writing.

a) The student should give **one term's** notice and then:

- i) Return all school property.
- ii) Have a Clearance Form completed.
- b) The parent should;
 - i) Sign an official withdrawal form in the school office.
 - ii) Ensure all outstanding school fees are settled.

The registration fee and development levy are **non-refundable**. School fees may be refunded if they have been paid in full and meet the terms of item number 7 stated above.

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

8. Multiple Child Discounts

Regent Hill Private 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 Private Secondary School. Terms and conditions may apply, please see bursar if it applies to your situation.

1 st 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)

9. THE SCHOOL TIME TABLE:

The school day begins at **07: 25 hours and ends at 15:30 hours**. (Mondays- Thursday)
07: 25 hours and ends at 13:30 hours (Fridays)

On the first day of each term, school begins at **07:25 and ends at 13:30 hours**

The following are Administration and Accounts office hours:

School Term: Monday to Friday: **7:30 am – 4:30 pm.**

School holidays: Monday to Friday: **8:00 am – 3:30 pm.**

10. THE DRESS CODE

It is compulsory that all students report to school neatly and tidily dressed in the prescribed School uniform. Parents/guardians are requested to buy the uniform from School shop to ensure they buy the correct colours. No student will be allowed to attend classes without proper School uniform.

10.1 **Boys Uniform**

Navy Blue Trousers
White Shirt with Blue collar
Navy Blue necktie
Navy Blue Jersey
Black Shoes, Navy Blue/Black Socks

Girls Uniform

Navy Blue Slacks/ Skirt
White Shirt with Blue collar
Navy Blue necktie
Navy Blue Jersey
Black Shoes/white socks

Uniform is sold in the School uniform Shop.

10.2 **Hair**

Hair should be kept neat. **Fancy hairstyles are not allowed.**

10.3 **Make-up**

Make up of any nature, i.e. lipstick, nail varnish, etc. is not allowed.

10.4 **Jewellery**

- Girls may wear only **one** pair of a plain stud. Any other jewellery is not allowed.
- Boys are **not** allowed to wear any jewellery at all.

Caps are not allowed to be worn in the school only School hats are allowed, when necessary.

WE STRONGLY FEEL “STUDENTS SHOULD LOOK LIKE STUDENTS”

11. **TEXT BOOKS, EXERCISE BOOKS**

These are provided by the School. Each student is expected to look after the School property with care. Text books and exercise books are to be covered. Lost or damaged text books will be replaced by the student.

12. **EXAMINATIONS AND SCHOOL REPORTS**

Each student is required to write monthly tests and end of term examinations. (See Assessment Policy) A progress report for each child is compiled by the school. Parents are expected to collect reports during the scheduled **open/consultation days. Parents are expected to be accompanied by the student during consultation.**

13. **STUDY SESSIONS/AFTERNOON LESSONS**

All students are expected to attend study sessions and afternoon lessons on scheduled days. Failure to attend study sessions or afternoon lessons without prior permission is regarded as a serious violation of the General School Rules.

14. **PERMISSION TO BE ABSENT FROM SCHOOL**

Permission to attend funerals, family emergencies, etc. must be sought by the parent/guardian of the student, in writing, **and not the student**. The School Exit Policy must be adhered to by both parents and students. Any student who is absent from school without permission or without a good reason, will be disciplined. Any student who was absent from school should ensure that his/her class work and tests are up to date upon return and the teachers will be able to facilitate.

A student who is absent for **twenty-one (21) consecutive** days without any explanation will be deleted from the school register and will be asked to reapply if he/she wishes to return.

15. **CLINIC/HOSPITAL VISITS**

The school has a well-equipped First Aid kit and a sick bay where a student can rest. However, if there is an emergency, the child may visit the local clinic.

16. **BOUNDS**

Students are not allowed to go outside the school compound during school hours without permission from the School authority, this is be given in the form of a Gate Pass that would need to be signed and stamped.

The following places are strictly out of bounds to all students.

- * Night clubs
- * Liquor restaurants
- * Disco halls
- * Bars and bottle stores etc.

17. **ETIQUETTE**

Students are not allowed to chew in class and during study time.

- (a) Students are encouraged to greet before asking for help.
- (b) Students are expected to request for permission before leaving a class.

18. **VISITS TO THE SCHOOL**

- (a) Parents are encouraged to visit the school to check on their children's progress.
However, an appointment should be made with the School if the visit is to be done on any other day other than the scheduled consultation day.
- (b) Parents are requested not to visit students during lesson times. However, if there is an emergency; parents are requested to report to the administration office first.

19. SCHOOL RULES AND REGULATIONS

RHISS has its own regulations in order to ensure a harmonious working relationship with our students. These regulations are worked out in compliance with the Ministry of Basic Education and the department of Secondary Education, Botswana government.

(a) Behaviour

Students are expected to:

- ❖ respect teachers and other members of staff at all times.
- ❖ respect themselves and their fellow students
- ❖ be attentive in class
- ❖ contribute positively to the name and life of the School.

(b) Punctuality

Students are expected to be on time for morning assembly, class registration, class lessons, study and sports.

(c) Class work and Home Work

Students are expected to dedicate their time and effort to studies. All home work should be neatly done and handed in on time for marking; failure to do that may lead to consequences.

(d) Alcohol and Drug Abuse

There is zero tolerance on this!!!

No student should at any time be engaged in consuming alcohol, smoking or taking any habit-forming drugs. If a student is found on the school premises under the influence of alcohol or any habit-forming drugs, **his/her space will be withdrawn immediately.**

(e) Weapons and/or Fighting

No weapon of any kind is allowed in school. A student found in possession of a weapon of any kind will face consequences which may lead to either suspension or expulsion from school.

No student may be involved in **fighting** or use any **vulgar language** to a fellow student, teacher or any other member of staff, doing so may lead to either suspension or expulsion from School.

(f) Theft

No student shall take another person's property without permission. This will be considered as theft which can lead to either suspension or expulsion from School. The culprit may be handed over to the police.

(g) Inappropriate Physical Contact

Inappropriate physical contact on School grounds is prohibited. Examples of these are: hugging, kissing, caressing and sitting on the laps of someone of the opposite or similar sex.

(h) Cell phones and/or Other Electronic Gadgets

Students are **not allowed** to bring valuable items to school. These items include cell phones, radios, head phones, etc. Usage of these items on school grounds will result in their being confiscated and kept in the school until the **last day** of the term. **The school authorities will not be held responsible if such valuables are lost. Students can only use School phones in case(s) of emergencies.**

(i) Language Policy

As an English Medium school, students are always expected to speak English; except during Setswana or French lessons or when an activity requires such language.

NB. IF YOU ARE SATISFIED WITH THE TERMS AND CONDITIONS OF THIS PROSPECTUS, YOU CAN NOW COMPLETE THE APPLICATION FORM FOR ADMISSION AT REGENT HILL INTERNATIONAL SECONDARY SCHOOL, AND APPEND YOUR SIGNATURE.

WELCOME TO REGENT HILL INTERNATIONAL SECONDARY SCHOOL!!!

**REGENT HILL INTERNATIONAL 2019 Secondary
UNIFORMS LIST**

ITEM	SIZE	UNIT PRICE (P)
TRACKSUITS	34-36	410
	38-44	420
SKIRT	ALL SIZES	100
SHIRT (SHORT SLEEVE)	34-36	110
	38-44	120
TROUSER	ALL SIZES	140
P.E SHIRT	ALL SIZES	130
TIE	ONE SIZE	50
HAT	ALL SIZES	60