



Regent Hill School-Block 9

P O Box 80513 Gaborone

Tel: 3919727 Cell: 75299763 Fax: 3919729

e-mail: inquiry@regenthillschool.com

website: 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 follows the Botswana Government PSLE Curriculum prescribed by the Ministry of Education and Skills Development, blended with the Cambridge International Primary curriculum 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.

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 children aged between 30 months and 6 years.
- **Standard One:** All children enrolling into Standard one should be 6 years by 30 June 2018.
- **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 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.

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, Judo, Athletics, Chess, Cooking, Art, etc.

Standards 1 to 6 Registration Fee: P200.00 (non-refundable) Development Levy: P1000.00 payable once. School Fees per Term: P7950.00. Refundable book security deposit/caution fund: P400 (terms and conditions apply)	Pre-School Registration Fee: P200.00 (non-refundable) School Fees per Term: P5000.00 – Full day P 4400.00 – Half Day
Standards 7 (1st and 2nd term – total P23,850.00) <ul style="list-style-type: none"> • School fees Term 1 & 2 - P11,925.00 • Easy Monthly Instalments starting 31st December 2018 to clear by 31st May 2019 - P3975.00 • P7950 by 30th December 2018, P7950 by 29th February 2019 and P7950 by 30th May 2019 	

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

Office Hours:

Monday to Friday: 7:30am to 4:30pm
Holidays: 8:00am to 3:30pm

Class Contact Hours:

Monday to Friday;

Pre-School	Standards 1 and 2	Standards 3 to 7
Half Day 7:30am to 12:30pm Full Day 7:30am to 4:30pm 4:30pm Dismissal	Mondays & Wednesday 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 2.00pm – 3.30pm Remedial classes/study Tuesdays, & Thursdays: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1:00pm -Dismissal Friday: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1.00pm Dismissal	Mondays & Wednesday: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 2.00pm – 3.30pm Remedial classes/study 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 Friday: 7:30am-1:00pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1.00pm Dismissal

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 4pm on Monday, Wednesday and Friday and 8.30am to 12.30pm on Tuesday and Thursday

Homework:

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.



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SCHOOL FEE STRUCTURE

PRE-SCHOOL

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

PRE-SCHOOL

The term's fee is **P4400.00 per Term for Half-Day** and **Full Day is P 5000.00**

	<u>Half Day</u>	<u>Full Day</u>	
Full Payment:	4400.00	5000.00	Paid by 30 th December 2018 (Advance Payment)
Method 1:	2200.00	2500.00	Paid by 30 th December 2018
	2200.00	2500.00	Paid by 30 th January 2019
Method 2:	1470.00	1670.00	Paid by 30 th December 2018
	1470.00	1670.00	Paid by 30 th January 2019
	1470.00	1670.00	Paid by 28 th February 2019

PRIMARY SCHOOL

Full Payment:	7950.00	Paid by 30 th December 2018 (Advance Payment)
Method 1:	3975.00	Paid by 30 th December 2018
	3975.00	Paid by 30 th January 2019
Method 2:	2650.00	Paid by 30 th December 2018
	2650.00	Paid by 30 th January 2019
	2650.00	Paid by 28 th February 2019

NB:

- If payment is made before commencement of the current term there is a **discount of 2.5% on the term's fee.**
- **Standard 7 parents must make a monthly instalment of P3975 from December 2018 to May 2019 or P7950 by 30th December 2018, P7950 by 28th February 2018 and P7950 by 30th May 2019.**
- For new students, registration fee is P200 and a non-refundable development levy of P1000.00
- Children owing on the monthly instalments will not be permitted to sit for the monthly examinations and may have their classroom schedule interrupted.
- Parents/Guardian who collect their children from school after 5 pm will be charged P50.00 per day per child.

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

1. All Standard 7 students, before being registered for PSLE, are required to have paid 50% of the year's fees by 31st March and the balance cleared by 30th May.
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. Please deposit school fees in the School Account at any Standard Chartered Bank Branch at your own convenience and avail the deposit slip 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: Standard Chartered Bank
Account name: Regent Hill Primary School
Account Number: 0100181849700
Branch: Game City
Branch Code: 66 – 28 - 67



7. The original deposit slip (including the child's name and the Standard) should be availed to the School Office.
8. If you live outside Gaborone, the deposit slip can be faxed to the school on Fax number: 3 919 729 or emailed to inquiry@regenthillschool.com
9. *You can also pay by swiping at the school. For safety reasons, the school does not accept cash payments.*
10. 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.
11. 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.
12. *For all children from any Regent Hill Schools there is a 50% discount on Development Levy*
13. 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) |

Yours sincerely,

Bursar



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List of items to bring per term for preschool pupils

- A box of tissues
- Vaseline or lotion (depending on what the parent prefers)
- A face cloth
- 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