



# Regent Hill Secondary School Block 9

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## THE SCHOOL PROSPECTUS - 2019

### Introduction

#### 1. THE SCHOOL

The school is a multicultural English Medium Private Secondary School registered with the Ministry of Basic Education of the 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 own learning.

#### 3. VISION

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

#### Our objectives include having 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 play 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 good School around the world.
- Making effective and efficient use of resources in the following:
  - Finance
  - Personnel
  - Buildings
  - Books and Equipment
  - Recruitment and Professional Development of staff.

#### **4. REGISTRATION REQUIREMENTS**

Regent Hill Private Secondary School 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/Passport, residence/work permits of parent/ guardian (for expatriates)
- (e) Birth Certificate and Passport for expatriate students.
- (f) Two Passport size Photographs

#### **5. THE SCHOOL CURRICULUM**

The School follows Cambridge International General Certificate of Secondary Education (**IGCSE**) Curriculum. **We offer a four (4) year program.** However, a student, who does not meet our minimum requirement for examination entry registration, proceeds and writes the examinations in **year 5**. Our curriculum allows a student who transfers from Regent Hill Secondary School in Botswana to any English medium Private School anywhere in the world, or a student who transfers from another English medium School to Regent Hill Secondary school to cope very well with minimum inconveniences.

##### **5.1 Subjects:**

The school offers the following subjects:

**Mathematics, English as a first language, English as a second language, English Literature, History, Art, Physics, Chemistry, Biology, Agriculture, Geography, DVS, Business Studies, Accounting, French, Setswana and ICT.**

##### **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:** P23 8500/ year – Form One  
P24,750/year Form Two to Five

Registration fee: P200 non-refundable

Development levy P1000 non-refundable (Once off)

Book fee: P1500 non- refundable/ year

**Form One**

Full payment P7 950/ term. -paid on or before 30<sup>th</sup> Dec 2018.

**Method 1:** 1<sup>st</sup> Instalment P3 975 – paid on or 30<sup>th</sup> Dec 2018.  
2<sup>nd</sup> Instalment P3 975 –paid on or before 30<sup>th</sup> Jan 2019

**Method 2:** 1<sup>st</sup> Instalment P2 650 – paid on or 30<sup>th</sup> Dec 2018.  
2<sup>nd</sup> Instalment P2 650 –paid on or before 30<sup>th</sup> Jan 2019  
3<sup>rd</sup> Instalment P2 650 –paid on or before 28<sup>th</sup> Feb 2019

**Form Two to Five**

Full payment P8,250 / term. -paid on or before 30<sup>th</sup> Dec 2018.

**Method 1:** 1<sup>st</sup> Instalment P4,125 – paid on or 30<sup>th</sup> Dec 2018.  
2<sup>nd</sup> Instalment P4,125 –paid on or before 30<sup>th</sup> Jan 2019

**Method 2:** 1<sup>st</sup> Instalment P2 750 – paid on or 30<sup>th</sup> Dec 2018.  
2<sup>nd</sup> Instalment P2 750 –paid on or before 30<sup>th</sup> Jan 2019  
3<sup>rd</sup> Instalment P2 750 –paid on or before 28<sup>th</sup> Feb 2019

**5% discount is given to those who pay in full for the year**  
**2.5% discount is given to those who pay 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](mailto: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 <sup>st</sup> Child: No discount	(100% of fees)
2 <sup>nd</sup> Child: 10% discount	(90% of fees)
3 <sup>rd</sup> Child: 15% discount	(85% of fees)
4 <sup>th</sup> Child: 20% discount	(80% of fees)

## **9. THE SCHOOL TIME TABLE:**

The school day begins at **7: 25 am – 3:40pm.** (Mondays- Thursday)  
**7: 25 am – 1: 20pm** (Fridays)

**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 to ensure they buy the correct colours. No student is 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 Slag/ 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.

**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 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.LAPTOPS.**

**These are provided to learners under the policy described below:**

##### **LAPTOP POLICY.**

In this era of technology, e-learning is an integral part of transferring and acquiring information effectively. As such, the importance of using computers in institutions of learning such as schools cannot be over stressed. Therefore, we at Regent Hill Sec School believe that each learner should be in a possession of a laptop to facilitate effective learning which includes doing research, etc. The use of modern technology in learning not only makes learners to be confident in working with information and ideas that the learners discover themselves but also makes them to be:

- Reflective and develop their own ability to learn.
- Responsible for themselves and be responsive to others
- Innovative and equipped for new and future challenges
- Engaged intellectually and socially ready to make a difference.

In view of the above, Regent Hill Secondary School, finds it necessary to provide each learner who enrolls with a laptop.

**However, the following terms and conditions apply:**

- A student can only get a laptop if the fees are fully paid.
- Laptops are to be kept in school for security reasons including the safety of the learner.
- A student will go away with a laptop if and only if he/she completes school at Regent Hill Secondary School. This means that if a student transfers to another school for whatever reason, then the laptop remains at Regent Hill Secondary School.
- As a way of cost sharing, if a laptop malfunctions or is damaged in the possession of the student, then the parent is responsible for its repair or replacement.

13. **EXAMINATIONS AND SCHOOL REPORTS**

Each student is required to write monthly tests and end of term examinations. 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.**

14. **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.

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

Permission to attend funerals, family emergencies etc. must be sought by the parent/guardian of the student, 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. A student who is absent for **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. 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.

16. **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.

17. **BOUNDS**

Students are not allowed to go outside the school compound during school hours without permission from the School authority.

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

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

18. **ETIQUETTE**

- (a) Students are not allowed to chew in class and during study time.
- (b) Students are encouraged to greet before asking for help.
- (c) Students are expected to assist any visitors in the school who need help by referring them to the administration.

19. **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.

20. **SCHOOL RULES**

Regent Hill Private Secondary School 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 of the 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 keep time for morning assembly, class registration, class lessons and study.

**c. CLASS 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/DRUG-ABUSE**

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

e. **WEAPONS/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 and theft 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 this are, kissing, caressing and sitting on the laps of someone of the opposite sex.

h. **CELL-PHONES / 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. **School authorities will not be held responsible if such valuables are lost.**  
**Students can only use School phones in case of emergencies.**

i) **USE OF ENGLISH.**

Students are always expected to speak English except during Setswana/French lessons. If you accept the terms and conditions outlined in this prospectus, please append your signature on the application form for your child.

***NB. IF YOU ARE SATISFIELD WITH THE TERMS AND CONDITIONS OF THE PROSPECTUS, YOU CAN NOW FILL IN THE APPLICATION FORM FOR ADMISSION AT REGENT HILL SECONDARY SCHOOL.***

**WELCOME TO REGENT HILL SECONDARY SCHOOL!!!**

**REGENT HILL 2019 Secondary Uniforms List**

<b>ITEM</b>	<b>SIZE</b>	<b>UNIT PRICE (P)</b>
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