



Regent Hill School-Metsimotlhabe

P O Box 80408 Gaborone

Tel: 3105187 Cell: 76353385/71441898 Fax: 3919717

e-mail: inquiry.metsi@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 is also a Cambridge International School, 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 International Schools 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 from 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 5 years by 31 June 2019.
- **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.
- **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, Martial Arts, 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: P5250.00. P. T. A. Levy P 200.00 (Per Year) Refundable book security deposit/caution fund: P400 (terms and conditions apply)	Pre-School Registration Fee: P 200.00 (non-refundable) School Fees per Term: P 2550.00 – Full day P 2150.00 – Half Day PTA Levy P 200.00
Standards 7 (1st, 2nd and 3rd term – total P15 750) School fees per Year: P15 750.00 Which should have been fully paid by March 2019 Five Monthly Instalments starting 30 th November 2018 to clear by 31 st March 2019 - P3150.00 per month or P5250 by 30 th November 2018, P5250 by 31 st December 2018 and P5250 by 31 st January 2019	

All fees are paid in advance of the school term; if paying in instalments, the school will only allow three instalments **excluding arrangement for Standard 7** which allows five instalments from November to March

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 1:00pm Full Day 7:30am to 3:30pm 3:30pm Dismissal	Mondays & Fridays: 7:30am-1:15pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:00pm Classes in progress 1:15pm Dismissal Tuesdays, Wednesdays, & 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, extra lessons 3:30pm Dismissal	Mondays & Fridays: 7:30am-1:15pm Classes in progress 10:00am-10:30am Snack Break 10:30am-1:15pm Classes in progress 1:15pm Dismissal Tuesdays, Wednesdays, & 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, extra lessons 3:30pm 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 Mondays, Wednesdays and Fridays.

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 FEES STRUCTURE

PRE-SCHOOL

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

PRE-SCHOOL

The term's fee is **P2150.00 per Term for Half-Day** and **Full Day is P 2550.00** plus **P200 PTA Levy**

	<u>Half Day</u>	<u>Full Day</u>	
Full Payment:	2150.00	2550.00	Paid by 31 st December 2018 (Advance Payment)
Method 1:	1075.00	1275.00	Paid by 31 st December 2018
	1075.00	1275.00	Paid by 31 st January 2019
Method 2:	717.00	850.00	Paid by 31 st December 2018
	717.00	850.00	Paid by 31 st January 2019
	717.00	850.00	Paid by 28 th February 2019

PRIMARY SCHOOL

For New Students

Registration Fee..... **P200.00**

Development Levy..... **P1000.00 (and is paid upon registration prior to the term's fees)**

PTA Levy**P200.00 (This levy is paid by all students both old and new)**

Full Payment:	5250.00	Paid in full by the 31 st December 2018 (Advance Payment)
Method 1:	2625.00	Paid by the 31 st December 2018
	2625.00	Paid by the 31 st January 2019
Method 2:	1750.00	Paid by the 31 st December 2018
	1750.00	Paid by the 31 st January 2019
	1750.00	Paid by the Paid by 28 th February 2019

NB:

- The terms fees is P5 250.00 only when paid in advance, failure to adhere to the pay by dates automatically disqualifies you from your method of choice and the next method will apply
- **Standard 7 parents must make a full payment of 15 750 on 31st November 2018 or a monthly instalment of P3150 from November to March 2018 or P5 250 by 31st November 2018, P5 250 by 31st December 2018 and P5 250 by 31st January 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 100% of the year's fees by 31st March
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 Bank Gaborone 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: Bank Gaborone
Account name: Regent Hill Primary School
Account Number: 8000835535
Branch: Airport junction
Branch Code: 20-06-67



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 emailed to the school at s.thela@regenthillschool.com or inquiry.metsi@regenthillschool.com or fax 3919717
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 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.
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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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

- 20 pockets view file
- 30cm transparent ruler
- 12 pack full length colour pencil/Crayons
- HB pencil, sharpener
- A clean eraser

Standard 4 to 7

- Pen (black/blue)
- 30cm transparent ruler
- 12 pack full length colour pencil
- file
- HB pencils
- A clean eraser
- A fully equipped Mathematics instruments set

Regards

PRINCIPAL



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LIST OF ITEMS TO BRING FOR PRE-SCHOOL 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

LIST OF ITEMS TO BRING FOR STANDARD 1 AND 2 PUPILS

- A box of tissues
- Vaseline or lotion (depending on what the parent prefers)
- Wet wipes
- Toilet paper
- Hand wash