



Regent Hill School-Tlokweng

P O Box 80513 Gaborone

Tel: 3919727 Cell: 76932232 / 72899921 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 Curriculum by the Ministry of Education & Skills Development; 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.

- ❖ We also foster the language of virtues to our children at an early age. This helps in
- ❖ bringing out the best character in every child. They adopt the positive attitude of trust, love, forgiveness and appreciation.
- ❖ For extra curriculum subjects we offer French, music and computers.
- ❖ We take the following groups: Kindergarten 2 ½ to 4years and Reception 4 ½ to 5+ years.
- ❖ For admission into these classes, applicants should furnish the school office with the following:
 - A completed application form with P200.00 registration fee
 - A photocopy of the child's birth certificate
 - Photocopies of the latest school reports
 - A photocopy of the health card, showing child's immunization in the case of children aged 6 or less.
 - Two recent passport-size photographs
 - Copy of Omang/ ID (parent/ legal guardian)
 - 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/observation: Before admission once or twice.

Class Sizes: Pupils are placed in classes of 15 to 20 children.

Sport and Cultural Activities: Regent Hill offers a rich diversity of sporting and cultural activities. These include, among many others, Swimming, Drama, Music, Dance, and Chess, Cookery classes, Art, Athletics and Indoor games.

Office Hours:

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

Holidays: 8:00am to 3:30 noon

Class Contact Hours:

Monday to Friday;

Half Day

7:30am to 12:30pm

Full Day

7:30am to 4:30pm

4:30pm Dismissal

All Fridays are full day.

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 is available at Block9.

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: Stationery will be provided by the school

SCHOOL FEES STRUCTURE

❖ There is a non-refundable registration fee of P200.00 for every student.

The term's fee is P2400.00 per Term for Half-Day and Full Day is P 2700.00

	Half Day	Full Day	
Full Payment:	2400	2700	Paid in full by the 31 st December 2018 (Advance Payment)
Method 1:	1200	1350	Paid by 31 st December 2018
	1200	1350	Paid by 30 th January 2019
Method 2:	800	900	Paid by 31 st December 2018
	800	900	Paid by 30 th January 2019
	800	900	Paid by 28 th February 2019

NB


- ❖ All fees are paid in advance of the school term, if paying in instalments; the school will only allow three instalments.
- ❖ Children owing on the monthly instalments will not be permitted to come to school 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.

- ❖ 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.
- ❖ Cheques will only be accepted upon agreement with Management. Post-dated cheques will not be accepted.
- ❖ 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 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 : Tlokweg Pre-School
Account Number : 8001088461
Branch : Airport junction
Branch Code : 20-18-67



For your convenience, Airport Junction Branch is open 8am till 5pm on weekdays, 8am till 2pm

- ❖ The original deposit slip (including the child's name and the Standard) should be availed to the
- ❖ School Office.
- ❖ If you live outside Gaborone, the deposit slip can be faxed to the school on Fax number: 3 919 729 or emailed to inquirypretlokweg@regenthillschool.com
- ❖ You can also pay by swiping at the school. For safety reasons, cash is no longer accepted at the school.

- ❖ 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.

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

DISCOUNTS

Regent Hill School offers discounts on fees to any entry to standard 1 in our respective primary schools situated in Block 9 and Metsimotlhabe after having completed uninterrupted programmes in all our Pre-schools.

10% 1 Full year

15% 2 Full years

20% 3 Full years

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

PLEASE TAKE NOTE THAT BY JANUARY 2019 NO CHILD WILL BE ALLOWED IN CLASS WITHOUT ANY PAYMENT.



Regent Hill Day care & Pre-school

P O Box 80513 Gaborone

Tel: 3959445 Cell: 72899921 / 72719819 Fax: 3919729 e-mail: inquiry.pretlokweg@regenthillschool.com

website: www.regenthillschool.com

List of items to bring per term 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 (only for full day pupils)
- ❖ Snacks from the following list to be kept in a sealed plastic container:
 - Fruit
 - Simba chips, nuts and raisins
 - Yogurt
 - Sandwich
 - Dried fruit
 - 100% fruit juice/vegetable juice or bottled water

PLEASE NOTE THE FOLLOWING:

- ❖ No cooked food such as fresh chips, rice, pastas to be packed for the children.
- ❖ Full Day students are provided with breakfast, lunch, mid-morning snack and afternoon snack before dismissal time 16:30pm.
- ❖ Half Day students are provided with breakfast, mid-morning snack and a light snack just before they are dismissed at 1pm.
- ❖ Sun Hats are compulsory for every child. There are available in school

PRE SCHOOL UNIFORM

GIRLS

Dress
Jersey
Tracksuit
Socks
Sun hat
house P.E shirt

BOYS

Navy blue trouser
White shirt; long and short
House P.E shirt
Socks
Tie
Sun hat
Jersey
Tracksuit