



PROSPECTUS

2024 ACADEMIC YEAR

REGENT HILL
INTERNATIONAL
SECONDARY SCHOOL

MOLEPOLOLE CAMPUS

THE SCHOOL PROSPECTUS – 2024

1. THE SCHOOL

The Regent Hill International Secondary School (RHISS-Molepolole) 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-Molepolole 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 testimonial from the previous School.
- Previous PSLE results or its equivalent (Form 1 placement)
- Latest school report (if transferring from another school).
- Copy of Omang (Citizens), Passport (Expatriates)
- Check point assessment (Form 2 Placement)
- JCE Results/ IGCSE checkpoint assessment (Form 4 Placement)
- Residence Permit (Expatriates)
- Resident/Work Permit of parent/ guardian (Expatriates)
- Birth Certificate
- 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 (attaining at least **all A's** in the subjects to be written); will be allowed to write his or her examinations in **Year 4**.

WE ARE CURRENTLY ENROLLING FORM 1 – 3

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

Please Note that Form 1 and Form 2 are our foundation years for the IGCSE curriculum, learners are exposed to all subjects so that they can do their final selections at form 3 going to form 5: Agriculture, Art and Design, Commercials, General Science, English, French, Geography, History, Information and Communication Technology (ICT), Literature in English, Mathematics, Music Education, Physical Education, Setswana.

Forms 3 to 5

After completing the foundations years, learners are to make their exam selection of eight to nine subject at Form 3.

The subject selected in Form 3 are to be carried to form 5 IGCSE external examination:

Accounting, Agriculture, Art and Design, Biology, Business Studies, Computer Science, Economics, First Language English, English as a Second Language, Chemistry, Computer Science, French, Geography, History, Music Education, Information and Communication Technology (ICT), Literature in English, Mathematics, Physics, Setswana, Enterprise 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 through-out the term.

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

2024 SCHOOL FEES SCHEDULE

SCHOOL FEES: P22 500.00 / year – Form 1 and 2

Registration Fee

P 200 (Non-refundable)

Development Levy

P 1000 (Once-off)

School Fees Per
Term

Form 1-2 P 7 500.00
Form 3 P 7 750.00

PAYMENT SCHEDULE.

a) Form One & Two

Full payment **P/ year.** – P22 500.00

P/ term – **P7 500.00** – Due on or before the first day of the term.

INSTALLMENTS

	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2023	P 2 500.00
	2	30/11/2023	P 2 500.00
	3	31/12/2023	P 2 500.00
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	30/04/2024	P 2 500.00
	5	31/05/2024	P 2 500.00
	6	30/06/2024	P 2 500.00
<i>Note: Full Term 2 fees due before first day of the Term</i>			
Term 3	7	31/07/2024	P 2 500.00
	8	30/08/2024	P 2 500.00
	9	31/09/2024	P 2 500.00
<i>Note: Full Term 3 fees due before first day of the Term</i>			

b) Form Three

Full payment **P/ year.** – P 23 250.00

P/ term – **P7750.00** - on or before the first day of the term

INSTALLMENTS

	INSTALLMENT NO	DATE DUE	AMOUNT
Term 1	1	31/10/2023	P 2 600.00
	2	30/11/2023	P 2 600.00
	3	31/12/2023	P 2 600.00
<i>Note: Full Term 1 fees due before first day of the Term</i>			
Term 2	4	30/04/2024	P 2 600.00
	5	31/05/2024	P 2 600.00
	6	30/06/2024	P 2 600.00
<i>Note: Full Term 2 fees due before first day of the Term</i>			
Term 3	7	31/07/2024	P 2 600.00
	8	30/08/2024	P 2 600.00

Note: Full Term 3 fees due before first day of the Term

NOTE:

- 1. Failure to meet deadlines will result in students being excluded from classes.*
- 2. No student in Forms 1 to 3, will be allowed to write their End of Term Examinations unless all outstanding school fees balances are settled.*
- 3. No examination will be written outside of the scheduled times.*

NOTE:

- There is a **7.5% discount** for all annual fees cleared by 31st January.
- **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.**
- Cheques **will not be accepted.**
- 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 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: Bank Gaborone

Account name: Regent Hill School

Account Number: 8000924557

Branch: Airport Junction

Branch Code: 20 – 18 - 67

- **The original deposit slip (including student's name and Form) should be availed to the school office.**
- If you live outside Molepolole, the deposit slip can be emailed to enquiry.moleps@rhis.ac.bw
- ***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.

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

- Return all school property
- Have a Clearance Form completed

7.2 The parent should

- Sign an official withdrawal form in the school office.
- 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 International 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 International Secondary School:

1st Child: No discount (100% of fees)

2nd Child: 10% discount (90% of fees)

3rd Child: 15% discount (85% of fees)

Terms and conditions may apply, please see bursar if it applies to your situation.

Please note: The multiple child discounts apply not only in the secondary school but also for siblings enrolled in our primary school and across **ALL RHISS Campuses**.

9. THE SCHOOL TIME TABLE:

The school follows two-time schedules, the summer and winter schedule. The times are always communicated at the beginning of the term, they are set in consideration of climate condition.

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 (Compulsory)

Navy Blue Jersey

Black Leather Shoes,

Navy Blue/Black Socks

Girls Uniform

Navy Blue Slacks/ Skirt

White Shirt with Blue collar

Navy Blue necktie

Navy Blue Jersey

Black Leather Shoes

White socks

NB: Uniform should be worn with response to climate condition, No Jersey or tracksuit shall be worn during summer days. The RIGHT LENGTH SHALL BE OBSERVED, Skirts are to be at knee level and pants are supposed to be at ankle level.

Uniform is sold in the School Uniform Shop.

10.2 Hair

Girls: Hair should be kept at shoulder length and must be neat. **Fancy hairstyles are not allowed.**

Only natural hair colour will be allowed.

Boys: **Only Brush Cut or Natural Short Afro (No Mohawk, Fade/Punk, dreadlocks). NO STUDENT WILL BE ALLOWED IN SCHOOL WITH INAPPROPRIATE HAIRSTYLES.**

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.

11. TEXT BOOKS and EXERCISE BOOKS

a) Exercise Books.

- These are provided by the school. Each student is expected to carefully look after all School property at all times.
- Exercise books are to be covered and are to be kept in a state of good repair at all time. Students will be required to replace any damaged or lost exercise books at their own cost.
- The school will replace all used up exercise books at no extra cost to the student.

b) Text Books.

- Students are required provide ALL textbooks required for use during lessons.
- The school will avail a list of core textbooks and selected stockists to ALL Students.
- The care and safe keeping of textbooks is the sole responsibility of students and the school will not be liable for any loss or damage to the same.

12. EXAMINATIONS AND SCHOOL REPORTS

No student will be allowed to write any test or examination (unless he/she is ill and this should be communicating in writing), outside of the scheduled timetable period. A progress report for each child will be available for viewing and downloading in the school management system. Log in details will be communicated during child enrolment.

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), or the parent/guardian coming to school in person.** 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 requested to reapply if he/she wishes to return.

15. CLINIC/HOSPITAL VISITS

If a child is absent due to ill health, a sick leave/note from a medical practitioner is required. If there is an emergency and the child reports late to school, they should be accompanied by a parent/guardian. The school will contact concerned parents/ guardians to collect the student, should an emergency arise in school requiring the student to visit a health facility.

16. BOUNDS

Students are not allowed to go outside the school compound during school hours without permission from the school authority, this will 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

- 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 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.
- c) Our school maintains an open door policy. Parents are welcome to visit the Principal/ Vice Principal anytime for consultation on any matters related to student affairs.

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. Frequent late coming may lead to consequences not limited to manual labour.

(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 alcohol consumption, 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.**

The same consequence may follow if the student is found or seen engaging in the above while wearing our uniform or anything that may associate them with the image and brand of RHISS whilst not in our campus.

(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) Bullying

Bullying of any sort, verbal, physical or cyber is not tolerated in school. No student is to bully their fellow student or teacher. Bullying may lead to suspension or expulsion from school.

(g) Vandalism

Vandalism of school property will not be condoned, any learner found to have vandalised school property will be required to pay for repairs or replacement.

(h) 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.

(i) 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.

Students are further prohibited to engage in any form of inappropriate physical contact while wearing our uniform or anything that brings shame to the image and brand of RHISS regardless of their location.

Committing the above may lead to either suspension or expulsion from School.

(j) 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 them being confiscated and kept in the school until the **last day of Term 3. The school authorities will not be held responsible if such valuables are lost. Students can only use School phones in case(s) of emergencies, the school phone is kept in the reception office.**

(k) 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. A learner found to be speaking any language not permitted may be subjected to detention.

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!!!

FREE TABLETS FOR THE FIRST 100 STUDENTS TO

REGISTER

(T's & C's apply)