



1 ADMISSION POLICY

1.1 Philosophy:

Emerald Academy is committed to providing a nurturing and inclusive educational environment that promotes academic excellence, personal growth, and Christian values. We believe that every child has unique potential, and our goal is to help students explore their interests, develop their skills, and grow in their faith within a supportive community.

Our admissions policy reflects our commitment to accessibility, welcoming students from diverse backgrounds without discrimination based on race, gender, culture, or religion. We emphasize holistic development—academically, spiritually, socially, and emotionally—ensuring that students receive a balanced education that prepares them for future success and ethical leadership.

Emerald Academy values the partnership with families, recognizing their vital role in supporting their children's education. By working together, we aim to empower students to achieve greatness and make a positive impact in their communities.

1.2 Curriculum on Offer:

Emerald Academy offers the following programmes:

- Botswana Lower Primary – Standard 1, 2, 3 and 4
- Botswana Upper Primary – Standard 5, 6 and 7
- Cambridge Lower Secondary – Form 1 and 2
- Cambridge Upper Secondary – Form 3 and 4 (and optional Form 5)

1.2.1 Primary School Curriculum:

The primary curriculum is divided into Lower Primary and Upper Primary, aligned with the Botswana national standards.

Lower Primary (Standards 1 - 4):

Students follow the Botswana Lower Primary curriculum, covering six subjects: Setswana (mandatory for Botswana students), English, Mathematics, Cultural Studies, Environmental Science, and Creative and Performing Arts (CAPA). The curriculum focuses on foundational skills, with a final assessment at Standard 4.

Upper Primary (Standards 5 - 7)

In Upper Primary, students prepare for the Primary School Leaving Examination (PSLE) in Standard 7. The curriculum includes Setswana, English, Mathematics, Social Studies, Science, Agriculture, Religious and Moral Education (RME), and Computer Awareness (CA), with CA not assessed in the final year. The curriculum deepens students' understanding of key subjects, readying them for secondary education.



1.2.2 Secondary School Curriculum:

Emerald Academy's secondary school program follows the Cambridge IGCSE and O Level curriculum, providing a robust academic framework that aligns with international standards and is equivalent to the Botswana General Certificate of Secondary Education (BGCSE). The secondary curriculum is divided into Lower and Upper Secondary stages, offering flexibility and specialization to cater to students' interests and career goals.

Lower Secondary (Form 1):

All subjects are **compulsory** in Lower Secondary, providing a broad academic foundation. Subjects include English, Mathematics, Integrated Science, Business Economics, Commerce & Accounting, Travel & Tourism, ICT, Geo-Enviro Management, Biblical Studies, and Sociology.

Upper Secondary (Form 2 - 4):

In Upper Secondary, students choose subjects based on their academic strengths and future aspirations.

Sciences

Biology
Chemistry
Physics
Mathematics

Humanities

English as a Second Language
Travel & Tourism
Environmental Management
Biblical Studies

Social Sciences

Geography
Sociology
Economics

Business

Business Studies
Accounting
Commerce

Information Technology

ICT

Options include:

1. English as a Second Language
2. Mathematics: Core **or** Extended
3. Biology: Core **or** Extended
4. Chemistry **or** Business Studies
5. Physics **or** Commerce
6. Sociology (New) **or** Accounting
7. Economics **or** Biblical Studies (New)
8. Geography **or** Travel & Tourism
9. Environmental Management (New) **or** ICT



Our students sit for exams **at form 4**. Students who are not ready to sit for their exams in Form 4 may continue to Form 5, allowing them additional time to prepare. They have the flexibility to write their exams in the May/June or October/November sessions as private candidates. Students are responsible for paying their exam registration fees in Form 4 or Form 5, which average BWP 8,000 for eight subjects. This flexible approach ensures that students are adequately prepared and have multiple opportunities to succeed.

1.3 Admission Requirements:

Emerald Academy seeks to admit students who will benefit from and contribute to our educational community, embracing both academic and Christian values. The following admission requirements must be met for both primary and secondary levels:

1.3.1 General Requirements:

- Completed registration form: Form AP (Primary) or Form AS (Secondary) and Form A1 (Fully Filled). **Online applications do not require these forms.**
- Payment of the non-refundable application fee of P250.
- Proof of ability to meet school fees (per month or per term as per the chosen payment plan).
- A copy of the student's birth certificate.
- Copies of the two latest school reports for transfer students.
- A certified copy of the ID of the parent or guardian.

1.3.2 Language Requirements and Evaluation:

- The primary language of instruction at Emerald Academy is English. Applicants must demonstrate proficiency in English.
- Language proficiency will be assessed through a combination of written and oral tests and an evaluation of prior schooling in English.

1.3.3 Academic Requirements and Evaluation:

- Admission to primary and lower secondary levels requires successful completion of the preceding grade level.
- For higher secondary admission, students should have relevant qualifications such as JCE or an equivalent with a minimum grade of D in core subjects.
- Additional academic assessments may include entrance exams in English, Mathematics, and Sciences, along with a review of academic records and recommendations from previous schools.

1.3.4 Other Requirements and Evaluation:

- Applicants must demonstrate behaviour and values consistent with Emerald Academy's Christian ethos, including respect, integrity, and engagement with community values.
- Evaluations will include interviews with the student and discussions with parents or guardians to assess alignment with the school's mission and values.



- Recommendation letters from previous schools may be required to evaluate the applicant's conduct and character.

2 Admission Procedures

Emerald Academy aims to make the admissions process clear and accessible, ensuring that prospective families have the support they need throughout their application journey. The following steps outline the admission procedures:

2.1 Application Process:

2.1.1 Inquiry and Information:

Prospective families can inquire about the school by contacting the Admissions Office via phone, email, or in-person visit. Information about the curriculum, school fees, code of conduct, and other relevant details will be provided.

2.1.2 Submission of Application:

- **In-Person:** Applicants must complete the required registration forms (Form AP for Primary or Form AS for Secondary and Form A1) and submit them to the Admissions Office along with the application fee of P250. Additional required documents include the student's birth certificate, the two latest school reports for transfer students, and a certified copy of the parent or guardian's ID.
- **Online:** Families can also complete the application process online through the Emerald Academy admissions portal. To apply online, visit our website homepage: www.emeraldacademy.co.bw and click on **"Apply today"**, you will be redirected to a page where you can fill out and submit the necessary forms and documents. The online platform allows for a streamlined application process, including document uploads.



2.1.3 Assessment and Evaluation:

- After submission, the Admissions Office will arrange any required assessments, including language and academic evaluations, to gauge the student's readiness and fit for the school's programs.
- Interviews with the student and discussions with parents or guardians will be conducted to further assess the student's alignment with the Academy's values and expectations.

2.1.4 Decision and Enrollment:

- Admissions decisions are typically communicated within **three working days** after the completion of **all** assessments and interviews. Offers of admission are based on the student's ability to meet the academic and character requirements of the school.

- Once admitted, parents or guardians will be required to sign a contract agreeing to the school's rules and policies, and complete the enrollment process by settling any outstanding fees.

2.1.5 Fee Payment and Registration:

- All term fees must be paid in full before the start of each term, with various payment options available, including monthly or termly installments. Payment methods include bank transfer, bank deposit, or via Point of Sale at the school (no cash payments accepted on site).
- The school reserves the right to exclude students whose fees are not paid in accordance with the payment schedule.

Emerald Academy strives to provide a smooth and supportive admissions process, ensuring that all applicants and their families receive the guidance they need to join our learning community. For further assistance or to begin the application process, please visit our [Online Application Portal] (https://portal.emeraldacademy.co.bw/form/view/application_form).



3 Fee Structure

Emerald Academy's fee structure is designed to provide flexible payment options that accommodate different family budgets while ensuring access to high-quality education. The fees are structured by grade level and can be paid monthly or termly, with discounts available for siblings. Below is a breakdown of the fee structure:

3.1 Enrolment Fees:

- **Application Fee:** P250 (non-refundable, even if the application is unsuccessful).
- **ERP Fee:** P450 (paid annually upon enrollment and at the beginning of each year).

3.2 School Fees Schedule:

3.2.1 Standards 1 – 4:

- **Option 1 (Monthly Payment):** P1,200 per month, totaling P4,800 per term and P14,400 annually.
- **Option 2 (Three Payments per Term):** P1,500 per installment, totaling P4,500 per term and P13,500 annually.
- **Option 3 (Termly Payment):** P4,200 per term, totalling P12,600 annually.

3.2.2 Standards 5 – 7:

- **Option 1 (Monthly Payment):** P1,350 per month, totaling P5,400 per term and P16,200 annually.
- **Option 2 (Three Payments per Term):** P1,700 per installment, totaling P5,100 per term and P15,300 annually.
- **Option 3 (Termly Payment):** P4,800 per term, totalling P14,400 annually.

3.2.3 Forms 1 – 5:

- **Option 1 (Monthly Payment):** P1,500 per month, totaling P6,000 per term and P18,000 annually.
- **Option 2 (Three Payments per Term):** P1,900 per installment, totaling P5,700 per term and P17,100 annually.
- **Option 3 (Termly Payment):** P5,400 per term, totalling P16,200 annually.

3.3 Discounts:

- A 5% discount is offered for the second child enrolled, and a 10% discount is offered for the third child and any subsequent children. These discounts apply only to school fees, not to enrolment fees.



3.4 Payment Policies:

- All term fees must be paid in full before the start of the new term. For other payment options, the first installment is required before the term begins.
- The school reserves the right to exclude any student whose fees are not paid at the beginning of the term.

3.5 Payment Methods:

- Payments can be made via bank transfer, bank deposit, or through the Point of Sale system available at the school. Cash payments are not accepted on school premises.
- Parents making payments by bank transfer or deposit must send proof of payment to the school, using the student's full name, surname, and grade as reference to ensure correct allocation.

3.6 Other Fees:

- **Mandatory Fees:** Include exam fees for completing students, which will be communicated separately.
- **Optional Fees:** Include food subscriptions, which can be arranged through the admissions office.

3.7 Additional Information:

- For students in Form 5 who need extra preparation time and do not write their exams in Form 4, exam registration fees as private candidates are approximately BWP 8,000 for eight subjects. These fees apply to either the May/June or October/November exam sessions.