



St Clare's College

Student Information Booklet

MISSION AND VISION - A LIVING FRANCISCAN COMMUNITY

Founded in 1884 by the Poor Clare Sisters, St Clare's College provides a Catholic Education for young women in the Franciscan tradition.

Embracing the spirit of St Clare and St Francis of Assisi, the College is committed to:

- Educating young women
- Promoting personal excellence
- Serving all peoples
- Recognising God in all creation

Inspired by the values and teachings of St Clare and St Francis we treasure:

- The integrity and gifts of each person
- A compassionate and reconciling heart
- Reverence for creation

COLLEGE CREST AND MOTTO

The distinguishing heraldic mark symbolising the spirit of the Franciscan Order is found worldwide in all Franciscan buildings. It is this Franciscan Coat of Arms that forms the crest for St Clare's College Waverley.

The Franciscan Coat of Arms, which has its origin around the middle of the 15th Century and which shows two arms crossed over the Greek letter tau, signifies the mystical bond between Francis and Christ. Francis wanted to live the Gospel, to be like Christ. So we see his arm crossed by that of Christ. The wound mark in the hand of Christ recalls his crucifixion; the wound mark in the hand of Francis recalls his receiving of the stigmata two years before his death.

DEUS MEUS ET OMNIA – MY GOD IN ALL THINGS

This is the motto which completes the Franciscan Coat of Arms. It invites the College Community to embrace those Franciscan qualities as lived by Saints Francis and Clare by being people of vision and in having open, loving hearts towards God and all people.

COLLEGE HOUSES

CLAVERIE



Claverie House proudly bears its name remembering Mother M Gabriel Claverie, Principal of St Clare's College from 1936- 1963. During her years of Principalship, a significant growth of new buildings could be seen at the College. Changes in educational systems occurred, which were met with foresight and courage. Under her leadership the College Choir was formed and performed successfully for many years along with the College musicals which were known for their high quality. Likewise, the debating teams became more prominent in the competition and debating circles

DEAKIN



The Deakin Family are important in the story of St Clare's College. State registration was dependent upon results gained in two successive years by students sitting for the Leaving Certificate examination. Nell Deakin offered to sit for the Leaving Certificate examination during the second year to make up the number of students for the College to be awarded its registration. Nell Deakin in turn, was rewarded for her generosity and obtained an University Exhibition and Teacher's College scholarship. Nell's constant loyalty was seen in her family attending the College in later years.

KEADY



Northern Ireland to educate the growing number of children in the Franciscan District of Waverley. Archbishop Vaughan had appealed for religious teachers for the Sydney Diocese after the withdrawal of government monies to Church schools in the early 1880s. As the Poor Clares from Keady responded first to the Archbishop's appeal, one of the four Houses in the College has been named in honour of Keady.

REID



Sr M Leontia Reid a noteworthy early educator at the College names Reid House. Sr Leontia Reid had been a teacher before her entrance into the Convent and was Principal of St Clare's College from 1921 until 1935. It was in during her first year as Principal that the College gained its registration because it was now fully equipped for every level of public examination. She was a creative educator and dearly loved by all her students. Sr Leontia's family was politically minded with a close relative George Houston Reid becoming Prime Minister of Australia, Premier of New South Wales and first Australian High Commissioner in London and eventually becoming a member of the House of Commons London.

HYMN TO ST CLARE – O Clara Luce

O Clara luce clarior
Lucis aeternae filia,
Dies ista solemnior
Tua colet solemnia
Tua colet solemnia

Vita labentis gaudia,
Spernendo Christum sequeris
Pascentem inter lilia
Tuque cum Christo pascaris
Tuque cum Christo pascaris

Sit Patri, Nato, Flamini
Decus honor, et gloria,
Nosque commendent Numini
Sanctae Clarae suffragia
Sanctae Clarae suffragia

Saint Clare, our glorious light,
Daughter of the Eternal Light;
On this holy day
Your grace shines brightly for us.
Your grace shines brightly for us.

You fill our lives with your joy,
You follow the crucified Christ,
Who wanders among the lilies
And you travel with the Lord.
And you travel with the Lord.

To the Father, Son and Spirit
Give praise, honour and glory;
And through your prayers
Commend us all, Saint Clare.
Commend us all, Saint Clare.

13th Century Assisi chant. Text with melody appeared in a later Assisi manuscript for the Feast of St. Clare.

THE ANGELUS

L. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit. Hail Mary, etc

L. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary, etc.

L. And the Word was made Flesh.

R. And dwelt among us.

Hail Mary, etc.

L. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

LET US PRAY:

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ Our Lord. Amen.

FRANCISCAN HERITAGE AND HISTORY OF ST CLARE'S COLLEGE

In every age a saint is born. Not that someone is born a saint but there is something about them, a characteristic or trait that distinguishes a person or, at least, marks one for life. Clare of Assisi is one such person. Born around 1194 to a wealthy family of nobility, the clan of Offreduccio, Clare was the first of three children. It is said that her mother was apprehensive of Clare's birth and went on a pilgrimage to pray for her safe delivery. While she was at prayer one day she heard the words: "O Lady do not be afraid for you will joyfully bring forth a clear light that will illumine the world." The word for clear in Italian is chiara; hence the name "Clare" or "bright one". Clare grew up in a household of holy women, including her mother, sisters and cousins. Poverty and penance were practised at home among the women and Clare gained a reputation for holiness at a young age. While she probably heard Francis of Assisi preach at the local church of San Rufino in 1208 or 1210, it is likely that her religious vocation was in place long before their encounter.

Clare was twelve years younger than Francis and met him around 1211 when she was seventeen. According to "The Acts of the Process of Canonisation", Francis had already heard of Clare before their first meeting. It is unsure what the meetings between Francis and Clare involved but it is likely that he spoke to her about following Christ and living the gospel life. At about the age of eighteen, with the consent of Bishop Guido of Assisi, Clare decided to devote herself to a kind of penitential life closely linked to Francis and his brothers, whose form of life Pope Innocent III had approved orally only a few years before. On the night of Palm Sunday 1212, Clare ran away from home and was received into Francis' fraternity at the small church of the Portiuncula, below the town of Assisi in the Umbrian valley.

("Clare of Assisi – A Heart Full of Love" Ilia Delio osf)

The seeds of the Franciscan charism sown in the 13th Century continue to blossom at St Clare's College more than 800 years later. An incredible heritage!

The origin of St Clare's College may be traced back through correspondence in the early 1880's between the Waverley and Irish Franciscan Friars. Government funding of Church schools ceased with the passage of the Public Education Act in 1880. This created a dilemma for the Waverley Franciscan friars in their responsibility of providing a Catholic education for the increasing number of Catholic children in the young and developing colony. By mid 1882, the Friars had decided to approach the Poor Clare Sisters in Ireland to accept the responsibility for the schools in educating these young children in the Franciscan district of Waverley. An area that incidentally spread from Watsons Bay to Botany Bay!

Three Poor Clare Sisters - Teresa Lawless, M Dominic Cunningham and Francisca Sloan from the Newry Convent together with the three Poor Clare Sisters – Patricia Murray, Antonia O'Hare and Aloysius O'Hare from the Keady Convent made their final farewells in Dublin leaving for Australia on the SS Cuzco on the feast of St Francis of Assisi on 4th October 1883. The Sisters arrived to a great welcome in Sydney on 23rd November 1883 with parcels, trunks and hampers. In their homeland these Sisters were well known as women of culture and refinement and for their giftedness as educators.

With the arrival of a further eight trunks being a "well chosen collection of books and all requirements for schoolwork" the Sisters began teaching in Waverley in mid January 1884. Significantly, the Sisters had commenced building St Clare's School with the laying of the foundation stone in that December and it was finally blessed and opened by Archbishop Moran on 28th October 1884 in the presence of a large crowd.

Looking back over a kaleidoscope of events in the founding experience at Waverley, we become aware of the giftedness which the early Poor Clares brought to education in Sydney at this time: tuition in French, German and Italian, Latin and Greek, Mathematics, Music and various cultural subjects. It was not until 1921 though that St Clare's College was able to obtain its registration under the Bursary Act by which time it was fully equipped for every level of public education.

Significant developments in the history of the College had commenced. The College began with an enrolment of twenty girls with Sister M Teresa Lawless as the first Principal. The school flourished with increasing numbers so that the simple classrooms of 1884 gave way in 1886 to a building originally owned by the Church of England. Extensions were added in 1910. In 1921, St Clare's College was registered under the Bursary Act. St Clare's College was rapidly expanding to meet the growing demands of enrolments. In 1929 more classrooms were built with the Assembly Hall opened mid year 1930. In 1953, another wing was built and dedicated to the pioneer Sisters. It was named 'Newry'.

State Aid to Non-Government Schools enabled the construction of the Claverie and O'Sullivan Wings that were to provide science laboratories, a library, staff offices, a computer and sports facilities. In 1983, an adjoining building was purchased and converted to provide Visual Arts Design and Technology facilities. More recently the refurbishments of 2000, 2007 and 2017 now provide the students and staff with outstanding facilities.

In 1996, the Governing Council of the Poor Clare Sisters incorporated the College as a company with limited liability. This was to ensure that the Gospel of Our Lord Jesus Christ was carried on, with or without the presence of the Poor Clare Sisters within the College.

In 2011, the Trustees of the Poor Clares decided to transfer Governance of the College to the Archdiocesan Schools' Board. This took effect from the 1st January 2013.

DAILY ORGANISATION

SCHOOL BELL TIMES

BELL TIMES - DAYS 1-10

Warning bell	8.40am
HR	8.45am - 9.00am
Lesson 1	9:00am -10:00am
Lesson 2	10:00am - 11:00am
Recess	11:00am - 11:20am
Lesson 3	11.20am - 12.20pm
Lesson 4	12.20pm - 1.20pm
Lunch	1.20pm - 2.00pm
Lesson 5	2.00pm - 3.00pm

BELL TIMES - (DAY 8 & ASSEMBLY DAYS)

Warning bell	8.40am
HR	8.45am - 9.00am
Lesson 1	9:00am - 9:50am
Lesson 2	9:50am -10:40am
Recess	10:40am - 11:00am
Lesson 3	11:00am - 11:50am
Lesson 4	11.50am - 12.40pm
Lunch	12.40pm - 1.20pm
Lesson 5	1.20pm - 2.10pm
Assembly	2.10pm - 3.00pm

COLLEGE EXPECTATIONS

UNIFORM AND GROOMING

The College Uniform identifies the student with the College and the College Community.

It is worn to the College daily and must also be worn to College functions out of school hours when required. All uniform articles other than school shoes and sports shoes must be purchased from the College uniform shop.

ITEM	REQUIREMENT
Junior Uniform Years 7-10	Term 1 and 4 - Summer dress Term 2 and 3 - Winter tunic, white College blouse, College Blazer
Senior Uniform Years 11-12	Terms 1 to 4 - College Senior skirt, white College blouse. Blazer to be worn in Terms 2 and 3 Year 12 Jersey (optional)
Blazer	To be worn to and from school in Terms 2 and 3 To be worn at all College formal occasions such as College Mass and academic assemblies Optional in Terms 1 and 4
Vest, Cardigan and Spray Jacket	Vests and cardigans are optional The College spray jacket is a compulsory uniform item for Year 7 and 8 Vests and cardigan cannot be worn outside of the College unless under the College Blazer
Socks and Stockings	Summer Uniform - Navy ankle length socks Winter Uniform - Navy ankle length socks or Navy opaque stockings Sports Uniform - white ankle length, White ankle length socks
Scarf	Optional in Terms 2 and 3. Only the College scarf is permitted
Backpack and Excursion Bag	Only the College backpack is permitted as the school bag. The College excursion bag is to be used for PDHPE activities and excursions.
Shoes	Summer and Winter Dress uniform - plain black low heeled lace up school shoes. No ballet flats, shoes with buckles or mid heeled shoes Sports uniform - Appropriate sport shoes. No slip on, Converse-style, Vans, Volleys or similar. No black soled shoes.
Sports Uniform	House Sport shirt Sport shorts St Clare's Sport Socks Sport hat Sport tracksuit pants Sport tracksuit jumper. The Sports jumper is not to be worn with the regular College uniform. Appropriate sport shoes. No slip on, Converse-style, Vans, Volleys or similar. No black soled shoes. Sports uniform can only be worn on days when students have timetabled PE practical classes. The Sports uniform is to be worn when the student is representing the school at any co-curricular or representative sport.
Hat	The College PE hat must be worn to all PE classes. Students are advised to wear their PE hat when in the sun at recess and lunch.
Undergarments	Undergarments must be flesh or white coloured and not be visible
Uniform length	College dresses, tunics and skirts must be KNEE LENGTH
Hair	Hair must be clean, neat, tidy and of your natural colour. Hair longer than the uniform collar must be tied back and off the face. Only black, brown or navy hair ties can be used. Ribbons can be navy, maroon or white.
Jewellery	Students are permitted to wear a small single stud or small hoop earring in the bottom lobe of each ear. No other piercings in the ear or face are permitted. Plastic piercing covers are permitted. Students are permitted to wear a simple, discrete chain with a religious symbol of personal significance. The chain must not be visible. A watch is allowed. No other jewellery or piercings are permitted at any time.
Tattoos	Visible tattoos are not permitted
Make Up	Students are not permitted to wear make-up of any type at any time. Fake eyelashes are also not permitted.
Nails	Acrylic nails, nail polish of any colour, including white are not permitted.
No alternate items of clothing are permitted at any time. This includes, but is not limited to, black sports tights, coloured hooded jumpers, non College scarves and non College backpacks or bags. All matters regarding uniform and grooming expectations are subject to the Principal's discretion.	

PUNCTUALITY AND ATTENDANCE

PUNCTUALITY

Students are expected to be at the College, ready to begin school at 8:40am. A warning bell will ring at 8:40am. No student will be permitted into Homeroom after 8:45am. They will need to proceed to the student office and sign in late. A late slip will be issued by the Compass Kiosk and this must be handed to the Homeroom teacher or class teacher who will record the late incident in Compass.

Students must travel to school via the most direct route and are not permitted to gather in public areas such as Charing Cross or Bondi Junction.

Parents are asked to arrange appointments outside of school times where possible. If students are unavoidably late to school they must present to the Student office to sign in. A note must be supplied by a parent explaining the lateness within 7 days. On the third occasion of unexplained lateness a student will be issued with a Tuesday Detention. Another detention may be issued for each further occurrence of lateness. The student and parents may be required to attend an interview should the student's punctuality not improve.

ATTENDANCE

Students are required to attend school every day. It is expected that all students meet a minimum of 85% attendance. On the day of any absence parents are asked to contact the College on Compass or via info@stclares.catholic.edu.au prior to 9am. If no call or email is received from parents then the College will send an SMS message to the recorded parent phone number. All absences must be followed up with a note to the student office within 7 days. After this time the absence is recorded as 'unexplained'.

Students whose attendance does not meet the College's expectation may be prevented from attending College events such as excursions and camps. Students may be required to attend an interview with their parents to discuss their commitment to the College should their attendance not meet the College's expectations. Parents are required to apply for an 'Exemption from School' to the Principal for periods of extended absence from the College. These forms are available on the College website.

PLEASE NOTE: For compulsory events it is an expectation that all students are in attendance. A medical certificate is required for any absence on these days, otherwise a detention will be issued for non-attendance to a compulsory school event.

Compulsory events include:

- Opening School Mass
- Swimming Carnival
- Athletics Carnival
- St Clare's Day
- Poor Clare Day
- Gratitude picnic day
- Presentation Evening

STUDENT RIGHTS AND RESPONSIBILITIES

The Community of St Clare’s College strives to achieve its vision through serving others and through the spiritual, moral, cultural and intellectual development of each person. In achieving this, each member of the community has rights and responsibilities.

The Rights of each St Clare’s student.	The Responsibilities of each St Clare’s student.
To be educated in a Christ-centred environment with St Clare as a role model. To share and celebrate as a faith community.	To participate in all aspects of the religious and spiritual life of the College.
To be provided with a rigorous, dynamic and student centred curriculum.	To participate actively in her own learning. To respect the right of all students to learn.
To be part of a community that respects and cares for her as an individual.	To respect and value herself. To respect and value others. To promote and enhance a positive image of the College.
To be educated in peaceful, harmonious and safe surroundings.	To act individually and with others to maintain an environment that is peaceful, harmonious and safe.

Being a Respectful, Resilient & Responsible at St Clare’s

Ways in which each student can reach her personal best:

To participate in all aspects of the College:	To respect and value herself
<ul style="list-style-type: none"> Being involved in Home Room prayer Taking an active role in liturgies Taking an active role in Religious Education Praying in the College Chapel Getting to know St Clare and St Francis Learning more about the Gospel and Church traditions Being involved in Social Justice activities 	<ul style="list-style-type: none"> Acknowledging her own qualities Taking pride in her appearance Being honest Being self-disciplined Taking pride in doing her best
To respect the right of all students to learn	To respect and value others
<ul style="list-style-type: none"> Encouraging others to learn Cooperating with others when working on group tasks Not disturbing others when doing individual tasks 	<ul style="list-style-type: none"> Being tolerant Being just and fair Speaking and acting in an appropriate and respectful manner Listening to others with respect Acknowledging the qualities and work of others
To participate actively in her own learning:	To promote and enhance a positive image of the College
<ul style="list-style-type: none"> Being prepared for lessons Bringing all books and equipment to class Being on time for lessons Being attentive in class Following teachers’ instructions Completing all set tasks and homework 	<ul style="list-style-type: none"> Welcoming and greeting visitors Thanking visitors Acting in a manner that brings credit to the college Being actively involved in the wider community Taking pride in her appearance Following the college’s uniform and grooming requirements Greeting and farewelling others in an appropriate manner
To act individually and with others to maintain an environment that is peaceful, harmonious and safe.	
<ul style="list-style-type: none"> Treating visitors to the college, staff and students courteously Being friendly Welcoming and greeting staff and students Thanking staff and students Using technology in a safe and respectful manner Behaving in a safe and calm manner Reporting any bullying Reporting any incident that could cause damage or harm Reporting any damage Not bringing any harmful material to the college Caring for her own property Caring for others property Caring for college property Keeping the college clean Being environmentally aware Caring for the environment Being involved in recycling materials Accepting graciously the consequences of not meeting responsibilities 	

RESTORATIVE JUSTICE

Restorative justice is a framework used at St Clare's in order to create safe, supportive spaces in our school. All members of the school learn to bravely engage in that community, and learn from honest – and sometimes difficult – conversations. If relationships break down, the restorative practice is about having fair responsive processes in place in which everyone can share their stories, hear the impact of their actions, repair the relational harm and figure out the best way forward, together. Students who fail to meet their responsibilities will be required to take action to restore relationships.

COLLEGE PROCEDURES

EMERGENCY EVACUATION DRILL

If an emergency situation arises (such as a fire) then the Office must be notified immediately. A continuous signal from the electronic bell or the EWIS indicates that there is an emergency situation and all staff, students and visitors need to evacuate the buildings immediately.

Evacuation Procedures

1. Listen to, and obey your teacher's instructions.
2. Leave all personal belongings behind. Under **NO** circumstances are students permitted to go to their lockers.
3. Exit the classroom by closing the door and leave the building by the safest route.
4. When moving down stairs always keep to the left.
5. Walk quickly in a single line to the Church Street Assembly Point (outside the War Memorial Hospital) – **DO NOT RUN.**
6. **NEVER** re-enter a building.
7. Under **NO** circumstances are staff and students allowed to use the elevator.

LOCKDOWN PROCEDURE

On rare occasions it may become necessary to seal off the College buildings so that they cannot be entered from the outside. This is called a '**lock-down**' and may become necessary in the following circumstances: hazardous material is present on the College grounds, police event, external bomb threat, injury on the school grounds, gunfire, dangerous animal on the College grounds, violent and unauthorised visitor on the College grounds and severe storm is approaching.

As all Lock-downs are considered as '**Code Red**' they will be identified over the PA system as per Lock-down procedure.

If you are in the courtyard, garden, basketball court or corridors, please move calmly and quickly to the nearest classroom. Staff will assist you. Remain there until notified to do otherwise.

ILLNESS

Staff will give first aid treatment if it is deemed necessary. Ambulance or medical treatment will be sought when needed.

Sick bay

Sick bay can be accessed when a student feels unwell at school. Students are to first gain permission from their teacher to attend sick bay. Students will not be permitted to stay in sick bay for more than one lesson. Parents are asked to collect their daughter from sick bay

if they are not well enough to return to class. It is an expectation that parents of students from years 7 to 10 make arrangements for their daughter to be picked up from the College. No student from years 7 to 10 will be given permission to leave the College on their own if they are sick.

Medication

Parents are discouraged from providing students with medication at school unless under Doctor's advice. All medication (prescription and nonprescription) must be kept in the Student Office. Medication must be in the original packaging, clearly labelled with student name and dosage instructions and storage instructions. College staff cannot provide any medication to students.

Illness and Misadventure for assessment tasks and examinations

When an assessment task has been missed due to illness or misadventure, the student must be prepared to complete/submit the task on her return to school. It is the responsibility of the student to contact the Head of Department for the relevant subject on her first day back at school. Students are required to submit supporting documentation for any claims of illness or misadventure. Further information regarding this process is in the Assessment handbook supplied to each student at the start of the year.

TRANSPORT

Students must travel to and from school via the most direct route and are not permitted to gather in public areas such as parks, Charing Cross or Bondi Junction. Students must cross roads using designated pedestrian crossings.

The College expects students to behave in an appropriate manner at all times when using public transport or when in public areas such as bus stops and train stations. Inappropriate behaviour such as rudeness, swearing, spitting or offensive behaviour will not be tolerated. Students are expected to vacate their seats for members of the public when on public transport.

FUNCTIONS AND EVENTS

Students are expected to wear full school uniform to official school events and functions. Students must meet the College's expectations in regards to behaviour when attending public and community events.

EXCURSIONS, INCURSIONS, EVENTS AND CAMPS

A range of excursions, including camps will take place throughout the year. These events are linked to educational and/or pastoral outcomes.

LOCAL AREA EXCURSIONS

At times students are required to visit the local area as part of their learning and to attend College events at Mary Immaculate Church. Parents are asked to sign the 'General Permission Note' giving their permission for their daughter to access the local areas at various times of the year.

Students must maintain an acceptable punctuality, attendance and behaviour record in order to attend excursions, events and camps. Parents/guardians will receive a permission note and details prior to each excursion.

GENERAL INFORMATION

CANTEEN

The College canteen hours are during recess and lunch. Orders for lunch items must be placed by 9am through the Flexischools website.

CHEWING GUM

Chewing Gum is strictly prohibited on College property, when wearing the College uniform or when attending College events and functions.

THE HUB

The Hub is an area to study and collaborate with peers. Every Tuesday, Thursday and Day 8 the Hub is open for Study Hub. Study Hub is a wonderful opportunity for students to ask for help with their homework tasks or get more understanding of concepts they may not have fully grasped in class.

The Hub is open every day:

- Monday, Wednesday and Friday 7:45 am - 4:00 pm
- Tuesday and Thursday 8:00 am - 5:00 pm

LOCKERS

All students are allocated a locker upon enrolment at the College. Students must keep all their belongings, including their College backpack and sports bags in their locker and keep it locked at all times. Students are not permitted to stick any materials to any surface of their allocated locker. Bluetac may be used on the inside of the locker. Lockers must be returned in a similar condition to when they were issued, notwithstanding reasonable wear and tear.

MUFTI DAYS AND NON-SCHOOL UNIFORM EVENTS

At times students will be permitted to wear alternative clothing to school or to College events. The College expects that all students dress appropriately at these times. Inappropriate clothing includes but is not limited to the following;

- midriff tops, low/inappropriate necklines
- thongs
- inappropriate slogans or logos on clothing or bags
- excessive jewellery or makeup
- any clothing deemed inappropriate

OUT OF BOUNDS AREAS

Certain areas around the College and in the local area of 'out of bounds' for students in College uniform. Areas within the College that are 'out of bounds' include:

- PE storage rooms
- Staff Common room
- Teaching staff offices
- Photocopy room
- Upstairs in the Egan building
- and other signposted areas.

Students are not to remain in corridors or classrooms before school, or during recess and lunch. Students are not permitted to gather in local areas including Charing Cross and Bondi Junction before or after school.

UNIFORM SHOP

The College Uniform shop is located opposite the Student Office. Opening hours are:

- Tuesdays 2.45pm – 3.45pm
- Wednesdays 7.30am – 8.45am
- Thursdays 2.45pm – 3.45pm