

École Sage Creek School



Parent Handbook 2023-2024

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École Sage Creek School

2023-2024 Parent Handbook

Purpose:

The purpose of this parent handbook is to share with parents some of the general policies, procedures, and practices of École Sage Creek School and of Louis Riel School Division, and to serve as a guide. This is by no means comprehensive, and parents are encouraged to talk to school staff when questions or concerns arise.

ÉCOLE SAGE CREEK SCHOOL'S MISSION STATEMENT

École Sage Creek School is a community of life-long learners who honour and promote risk-taking, collaboration, and citizenship as integral parts of learning together. This vibrant community nurtures strengths and passions in a safe and authentic learning environment, while promoting relationships and a growth mindset in a positive and inclusive environment.

By championing our mission statement, we will maintain a learning environment where students feel safe, secure, valued, appreciated, and successful.

Our goal is to be innovative in our teaching to develop 21st century skills for all our learners. We aim to consistently do what is best for our students, which doesn't necessarily mean that everything looks the same as when "we" went to school. Much has been learned about how students best learn, and we take advantage of the best teaching and learning strategies that benefit our students' learning and growth. If you have questions about certain approaches that differ from what you experienced as a student, please talk to your child's teacher or the administration. One example is that, instead of "just memorizing" things that could be looked up, we focus on ensuring that students have an understanding of concepts and explore them in various ways to ensure deeper learning. That being said, sometimes students are still expected to memorize some basic facts.

ÉCOLE SAGE CREEK SCHOOL'S CODE OF CONDUCT

École Sage Creek School is welcoming, safe and caring. Learning and well becoming, equity and inclusion, caring and collaboration, and inquiry and responsibility are the foundational priorities of our positive learning environment. Our code of conduct underlies our belief that everyone should be respectful of others, responsible for learning, and accountable for both. This is a shared responsibility between the students, families and caregivers, the school, and the community.

At École Sage Creek School we believe that everyone:

- Wants to learn and be successful in a positive, joyful school environment that is conducive to learning
- Deserves to be safe, happy, and belong to positive school and classroom communities
- Deserves to be treated with unconditional positive regard
- Is responsible for allowing learning to take place by being respectful and courteous

We expect students to:

- Treat each other and staff members with respect and kindness
- Follow school rules in the classroom, on the playground, on field trips, and to and from school
- Respect school property, personal property, and the property of others
- Practice positive behaviours that allow everyone to learn
- Attend regularly, be on time, and be ready to learn

ROLES AND RESPONSIBILITIES OF PARENTS AND STUDENTS

Students are expected to follow the École Sage Creek Code of Conduct to promote successful learning and positive social interactions in our school community.

Parents are asked to support the education of their child by working collaboratively and cooperatively with school staff to ensure the best opportunity for success. Parents are asked to familiarize themselves with school expectations for their child by communicating with school staff when a question or concern arises.

GENERAL INFORMATION

The School Day:

Parents will note that our first two bells have been changed to two minutes later to ensure consistency throughout all schools in the division however all of our other bell times remain as they were before.

8:47 AM - first bell rings and students enter school

8:57 AM - O' Canada/ Announcements/ Land and Treaty Acknowledgement

10:30 - 10:45 AM - Morning Recess

11:45 AM - 12:40 PM - Lunch

12:40 PM - afternoon bell rings and students enter school

12:45 PM - afternoon class begins

2:15 - 2:30 PM - Afternoon Recess

3:30 PM Dismissal

Office hours	8:00 AM- 4:00 PM
School Phone Number	(204) 253-8199
School Fax Number	(204) 253-8044
School Website	https://www.lrsd.net/schools/sagecreek
School Twitter account	@SageCreekLRSD

With the exception of December and June, every fourth Tuesday in the Louis Riel School Division and at École Sage Creek School is early dismissal for staff meetings. As well, there is early dismissal for the last day of classes before winter break and the last day of classes in June. Students will be dismissed at 2:30 PM.

Throughout the school year there are Professional Development Days that are reserved for the ongoing practice of professional learning for staff. On these days there are no classes for students. Please access the following "Important Dates" section for the specific dates.

IMPORTANT DATES

Please click on the following links to access:

- [ÉSCS Calendar of Important Dates](#)
- [LRSD Calendar with the 6-day cycle](#) (Please note that this divisional calendar includes the 2 "School Based" PD Days specific to ÉSCS including Friday, Nov 3 and Friday, June 7) however those dates are not "grayed" out! It is important to note that those 2 PD Days are specific to ÉSCS therefore if you have children attending other schools in LRSD (including Shamrock, Windsor Park Collegiate, Collège Béliveau, and others), they may have selected 2 alternate dates for these PD Days.

MORNING PROCEDURES

During Opening Day Conferences, teachers will share with students and parents the specific location where students should line up before entering the school. Students will line up outside in their designated area and enter one class at a time, led by their teacher. Please note that students should be at their designated area just before 8:47am and we ask that, when possible, you strive to ensure that your child does not arrive before 8:40. We understand the complexity of this request as it requires good timing and ask that you do your best. As has been our previous experience, we ask that parents not enter the school with their child. Every morning, once the bell rings, only students should enter the school. Unfortunately, we do not have enough room for our parents to also enter the school. Except in the case of inclement weather or early morning activities, students are required to enter the school at 8:47, at the first bell. In case of rain or extreme cold, students can enter early and go to their classroom. In these rare cases, we will post a sign on the exterior doors, indicating that students may enter before the 8:47 bell.

STUDENT DROP-OFF AND PICK-UP BY CAR

Student Safety is our “number one” priority at ÉSCS. To ensure our students’ safety, we ask for everyone’s cooperation during the busy drop-off and pick-up times. Although you may not plan on driving your child to school, we ask that all parents read this section now to ensure they understand our procedures.

Drop Off and Pick Up Areas

We thank our students/parents who walk to school whenever possible. Not only does this ease traffic congestion near the school and better ensure student safety, but the physical activity associated with walking or biking also helps students stay healthy and makes them more alert and better ready to learn when they get to school. We do understand that not all families can walk their child to school every day. ***Please note, if your relatives or friends are dropping off your children, please share this information with them.***

If you are driving, where can you drop off your child?

The main Drop-Off/Pick-Up area is directly in front of the school, in the third lane on the right of Sage Creek Boulevard, between the two signs (see blue area on the map on page 2). The hope is that parents will use this zone to stop, drop off their children quickly yet safely, and then immediately drive away, giving other parents an opportunity to drop off their children. ***Please note that this area is for parents who are comfortable with dropping off their child and NOT walking their child to their “line-up area”.*** The process is most efficient if:

- Parents pull up forward to the furthest point possible in the Drop-Off/Pick-Up Area (do not leave excessive room between you and the next car ahead of you). If there are no cars in the area, please pull up directly to the end of the drop-off area (past the gym doors). With the extremely long lines forming behind you, this will allow more people to drop off their children at the same time.
- Children should quickly disembark from the passenger side onto the sidewalk, **not** from the driver’s side into the second lane where cars may be driving. The process will be faster for everyone if parents can stay in the car while children disembark (when possible).
- Students should be prepared to be dropped off. Instead of having backpacks in the trunk, if students are ready to be dropped off (ie. backpack on their lap/in the car ready to be grabbed, special instructions are given beforehand, already have their mittens on their hands during the winter, etc.), the drop off process will take a lot less time and be more efficient for everyone.

If the drop off area is full, and your hope is to drop off your child:

- please do not drop off your child in the middle lane (to the left of the cars already in the drop off area). In addition to being extremely unsafe for kids, please note that the city has been ticketing people who are “double-parked” (as well as those who park in “no parking” areas).
- parents can choose between driving further down Sage Creek Boulevard, parking on one of the neighbouring streets (see green area on the map on page 2) or looping around and trying again.
- you should not wait “before” the drop off area (between the drop off area and the entrance to the bus loop) or at the beginning of the drop off area. You will notice that there is a “no stopping” sign at the beginning of the drop off

area (due to a fire hydrant) therefore, you should not be stopping or parking at the beginning of the “drop/off” area. Please be warned that several parents who have stopped at the beginning of the drop-off area have been ticketed due to the fire hydrant.

In the morning, the Drop-Off/Pick Up is not an area where you can park, then walk with your children to their “line-up area” . We do understand and respect that many of you want to walk with your child to their “line-up area” . If that is the case, please park further down Sage Creek Boulevard, or on one of the neighboring streets (green areas on the map on the next page). We ask that you pay attention to crosswalks and ensure to not park in areas that interfere with students using the crosswalks. Please also respect “no parking zones” on those streets (ie. Fire hydrants, etc.). When parking on neighbouring streets, please be respectful to our neighbours, ensuring that they can still exit their driveways. You will note that because there are “No Parking” signs on Edward Turner Drive, this is not a green zone, and you should not be parking on that street or stopping there to drop off your child. Also, if you are dropping off your children on Wild Iris Walk (see the yellow zone on the map on the next page), please note that we ask you to be extremely careful and to not stop:

- in the intersection of the Wild Iris Walk or Prairie Smoke Drive and
- in front of the path leading to the school (near the new crosswalk).

Where should you NOT stop to drop off your child?

Parents are asked to **not** drop off their children in (red areas on map below):

- either of our staff parking lots,
- the “bus loop” (it is reserved for buses),
- on Edward Turner Drive (near the entrance to the back parking lot), and
- in areas that block our neighbours’ private driveways.

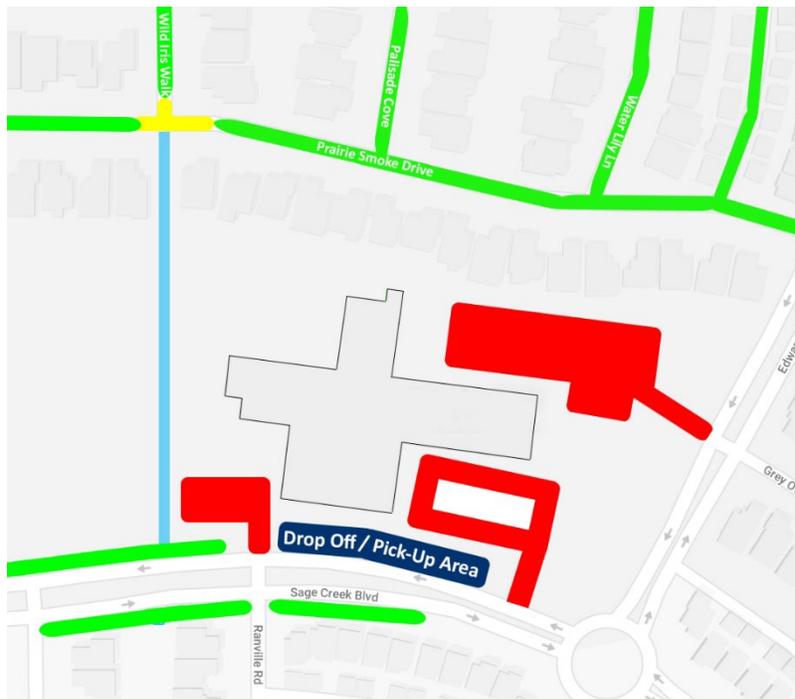
Pick up procedures at the end of the day

Because all students are dismissed at the same time at the end of the day, it is impossible to create a continuous flow in the front Drop-Off/Pick-Up area (like we try to ensure in the morning). We therefore ask you to use consideration for after school pick up. Some suggestions include:

- Ask your children to exit the school and get into your car as quickly as possible to free up a spot for other families. If that is not possible, agree on an alternate safe pick-up location nearby.
- If you are parked and waiting in the “Drop-Off/Pick-Up” area after school, you are asked to stay in your vehicle. If someone ahead of you drives away, please move up to the next available spot. Empty spots at the “front” of the “Drop-Off/Pick-Up” area often cause backlogs behind you and force people to park in “No Parking” zones and sometimes also block traffic.
- We understand and respect that many of you want to leave your vehicle to meet your child at their door. If that is the case, please find a place to park in the green zone.

Thank you

We thank you in advance for walking your child whenever possible. If you must drop them off using a vehicle, we thank you in advance for following all of these suggestions and for doing all that you can to ensure our students’ safety.



Legend

-  You can park your vehicle and walk with your children to the school. Please observe all city signs, fire hydrants, etc...
-  No parking in "Drop-Off/Pick-Up Area". Please stop, have your children quickly (but safely) leave your vehicle then safely drive away.
-  Exercise extra caution at the Wild Iris and Prairie Smoke intersection (near the walking path)
-  No parent access in parking lots or bus loop

VARIOUS PROCEDURES

ATTENDANCE

Regular attendance and being on time are key factors in your child's school life. Please work with your child to ensure they are consistently on time. If your child will be absent, please inform the secretaries by calling the school at (204) 253-8199 before the beginning of the school day. A message can be left on the answering machine if you are calling outside of school hours. If you prefer to send an email, although we understand that you will want to email the teacher, please also email all three secretaries at jeanette.mcleod@lrsd.net, joanne.allaire@lrsd.net and therese.houston@lrsd.net. If your child will be leaving during the day, a note or email to your child's teacher is appreciated.

CALL BACKS

The Call Back program is an effort to ensure that students who have left for school have arrived safely. That being said, to use our secretaries' time efficiently, we ask that you please follow the information in the section above ("ATTENDANCE") when your child will be absent. If a student is absent and the parent or guardian has not called the school, the office must call home or work to determine that the child's absence is known and that they are safe. To avoid unnecessary phone calls, please call or email the secretaries as soon as possible, before the beginning of the school day, if your child is going to be absent.

STUDENT LATES

Any student arriving after 8:57 AM and 12:40 PM must report to the office upon arrival, otherwise the student will be reported absent, and an unnecessary telephone call will be made to the parent. Please ensure that students use the main front door if they are late (as all other doors will be locked). We ask that the adult dropping of the child stays ensures that the child enters the main front doors and go to the office (directly on the right inside the doors) where the secretaries will assist them.

PICKING UP A CHILD DURING THE SCHOOL DAY

Occasionally parents wish to pick up their children prior to our regular dismissal times. Parents should contact the office in advance so the secretaries can let the teachers know and call the student to the office. Parents may come to the office at the early "pick up" time to meet their child.

END OF DAY PROCEDURES

Teachers will walk their students outside at the end of the day. Similar to the morning procedures, we also ask parents to wait outside, at their child's door, at the end of the day.

- If your child walks home independently, they will be able to leave the school and make their way home.
- If your child is being walked home (by a parent, sibling, etc) they can meet at the child's "line" (where they were dropped off in the morning).
- For parents picking up their children in a vehicle: As per the "Drop Off and Pick Up" information found on page 4, if you park directly in front of the school, you must remain in your car therefore your child must be able to independently walk to your car. For many families, a better option is that you park further on the street (or on a neighbouring street) and walk to meet your child at their designated "line" (where they were dropped off in the morning).

COMMUNICATION

Parents are encouraged to reach out to staff members at any time. Here are some of the ways our teachers and the school have to let you know what is happening in our classrooms:

- Teachers communicate directly to parents through email, phone calls, notes, etc. Some teachers use applications such as Remind, SeeSaw, etc. to communicate with parents.
- École Sage Creek School Parent Portal: We strongly encourage you to use our Parent Portal. Through the parent portal, you will receive emails from the school (this is different than emails from the teacher) with updates and information. Parents usually receive approximately 1 email per week from the school. If you are not receiving emails from the school, please contact our secretaries and they will add you to the Portal.
- École Sage Creek Home Page – You are encouraged to visit the École Sage Creek website as it contains important news stories and information.
- Twitter - @SageCreekLRSD Be sure to follow us to see what we are up to, for information, and for important notices and reminders.
- School Notices - Notices will be sent as circumstances warrant.
- Student Progress Conferences/Exhibition Evening (November and March)
- Report Cards - Formal written reports are issued in November, March and June

Please ask your classroom teacher about other ways they communicate what is happening in their classroom.

COLD WEATHER REMINDER

Outdoor physical activity is essential to the well-being of all students, but their safety is paramount when inclement weather arises. Divisional policy states that students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27°. School administrators make decisions about recess during inclement weather based on the forecasts provided by Environment Canada with weather readings observed at the weather station located at The Forks. If it is colder than -27:

- Student can enter the building before the morning bell (a sign will be posted on the exterior doors, indicating that students may enter).
- Students will not be going outside for recess.

VISITORS TO THE SCHOOL AND PARENT VOLUNTEERS

- Visitors should make their way to the main office.
- Later in the year, once volunteers begin to visit our classrooms, they will be asked to read and sign a “Volunteer Form” sharing important information and guidelines that our volunteers follow.

TELEPHONE

From time-to-time students may need to use the telephone. Students can use the phone in the office with a note from their teacher. Although we understand that many of our students have a cell phone to ensure their safety as they walk to school, students should not be using their cell phones to call or text you while they are in their classroom, the hallways, at recess, or during the lunch hour. Parents are asked not to text or call students on personal devices during school hours. Please call the office if you need to get a message to your child.

CELL PHONE AND ELECTRONIC DEVICES

With teacher permission, older students may use personal devices (cell phones, tablets, laptops, etc) for school projects; if they and their parents have signed read and signed the ÉSCS BYOD Charter of Use. If a class of older students will be participating in the “BYOD”, after reviewing cyber-safety rules and offering reminders and reinforcement about safe online behaviours, teachers will share the ÉSCS BYOD Charter of Use with students and parents. Any device that is lost or stolen is not the responsibility of the school.

COMPUTERS, IPADS AND OTHER TECHNOLOGY

The school provides students with laptops and iPads to assist with various tasks. All students are required to complete an Acceptable Use form prior to accessing any of the school computers. Any student who is in violation of the acceptable use policies may have their computer privileges removed for a period of time.

EMERGENCY SCHOOL CLOSURE

Although this is extremely rare, unforeseen circumstances or conditions may result in a school closure. This information will be shared on the divisional and school website, as well as local radio stations, CJOB and CBC.

FIRE DRILLS

During the school year there will be ten fire drills. Students will receive instructions for the procedures to be followed. Fire drills are held to teach students how to evacuate the school in a quick and orderly way, in case of an emergency. Respectful and responsible behaviour are expected from all students during fire drills.

EVACUATION

If we are required to evacuate École Sage Creek School, the students and staff of École Sage Creek School will be relocated to Sobeys on Sage Creek Blvd.

SCHOOL SECURITY

A safe and secure school environment is best achieved in partnership between the school, parents, and the community. As part of this process, École Sage Creek School has implemented the following practices:

- Only the main front doors will remain unlocked all day.
- All other doors will remain locked all day: If your child is arriving to school late, remind them to use the Main Front Doors (as they must check in to the Office).

We all work hard to make École Sage Creek School a warm and inviting environment where everyone feels welcome. Please do not hesitate to call the school administration if you have any questions or concerns regarding school safety and security.

HEALTH AND ALLERGIES

If your child is ill, please call the secretaries to inform us that you will keep them home. There is no supervision for students who are not quite well enough to go outside at recess. **Because of the allergies of many of our students, peanut butter, peanuts, tree nuts, and products containing these ingredients are not to be brought to school.**

STUDENT ILLNESS OR ACCIDENT

In the case of illness or injury that occur while your child is at school, we contact parents as quickly as possible. Therefore, it is extremely important that our records of telephone numbers and emergency contacts are current and up to date. Please keep the office informed of any changes in address, home and/or work phone numbers, as well as emergency contacts.

ADMINISTRATION OF MEDICATION FOR STUDENTS

The Louis Riel School Division has a clear policy with respect to the administration of prescription and over-the-counter medication to students. The following steps must be followed if parents request the student to receive medication at school:

- The “Administering Medicines to Students” form must be completed, signed by the parent, and handed in to the school office, authorizing the school to administer the medication.

- The medication must be clearly labeled with the name of the medication, the name of the student, the name of the pharmacist (if applicable), the prescribed dose and the number of times a day and time of day when the medication is to be taken.
- The school is not permitted to distribute any over-the-counter medications to students.

STUDENT LED CONFERENCES

At École Sage Creek School we follow the Louis Riel School Division philosophy and aspire to develop caring, literate, and capable people who value learning and strive to reach their potential. Through our November and our March conferences, we support student learning, encourage ongoing communication between families and school, and provide clear, comprehensive, and consistent information about student progress. Student Led Conferences reflect the process of assessment, both formative and summative, and include students in the assessment process. These conferences provide students with an authentic opportunity to demonstrate their growth as a learner. At École Sage Creek School we use the online Conference Manager for booking conferences.

PRIVATE PARTY INVITATIONS

We ask that invitations to private parties, such as birthdays, not be distributed at school. To assist with contacting other families to organize play dates, to invite them to parties, etc. at the beginning of the year, you will be asked by your child’s classroom teacher, if you would like to share your telephone and or email information with other families in the class. If you fill out the “Consent to Share Contact Information” document, it is imperative that you follow the guidelines related to communicating with other parents. More information will be provided in the near future to participating classes.

BICYCLES AND SCOOTERS

We encourage students to walk to school or to use bicycles and scooters instead of being dropped off in a vehicle. We ask students who are riding a bike or scooter to school to not ride them through the crowds that gather before and after school and to disembark from the bike or scooter and the walk past the other waiting students and parents. Students riding bicycles to school are strongly encouraged to lock them in the bicycle racks. Although rare, some thefts have occurred; therefore, parents and caregivers are encouraged to record the make, model, and serial number in case they are needed by police. The school assumes no responsibility for lost or damaged bicycles. Other wheeled devices are to be kept in an agreed upon area of the classroom. Students are reminded not to ride any of their equipment on school property during the school day.

PHYSICAL EDUCATION

Students may change into physical education attire if they so choose (non-marking athletic running shoes, shirt, athletic shorts or track pants) but are not obligated to do so.

ÉCOLE SAGE CREEK PARENT ADVISORY COUNCIL

École Sage Creek School has an amazing Parent Advisory Council. The PAC offers various activities (during the school day as well as during some evenings) to our students and school community. The PAC is open to all parents. If you’re interested in getting involved, please check out their website at www.sagecreekpac.com or contact school administration who will share the next meeting dates.

Louis Riel School Division - Protocol for the Resolution of Concerns

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest, and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding; and
- providing opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning, and improved relationships. In all cases, clear, timely and direct communication assists effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your child(ren) and another student, beginning with your child's classroom teacher may help. S/he may direct the inquiry further to another classroom teacher or the administration. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, leave phone numbers and times when the teacher/administrator can return your call.
- If you have a concern involving a staff member, please contact that person as your first step. Again, if that person is not immediately available, leave information that will assist him/her to contact you. Once in contact with the staff member, state your concern as clearly and calmly as is possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not satisfactorily resolved your next step is to speak with the Principal or one of the Vice-Principals at the school after informing the staff member that you intend to do so. This action supports honest working relationships between parents/guardians and staff members.

Most concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice-Principal, again after informing him/her of your wish to do so, contacting the Superintendent's Department is appropriate.

If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board. The Board will respond, usually following inquiries with the involved parties.

The Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of those concerns which may, from time to time, arise between members of our school community. Your cooperation with this Protocol is helpful and appreciated. Communication is the key!

STUDENT FEES

We are so happy that families have the option of using the Parent Portal to pay their fees online using a credit card! That being said, if you prefer, you can submit the payment by submitting a cheque to your child's teacher during the Opening Day Conferences or the first week of school. To pay online, you will need to access your Parent Portal username and password (different than your Online Conference Manager username and password). All parents would have received an email at the end of August, sharing their Parent Portal information. You will note that the username for the Parent Portal will use the following format: Marc-12345 (your first name, a hyphen, followed by numbers). If you are having difficulty logging into the portal or for more reminders on how to access the portal, [click on this link to access a PDF Help document to access the Parent Portal](#).

Please note that if you are paying online, you will see that the different fees are itemized on the list and you will also notice that, for students in Grades 1 and older, the lunch fees are automatically included in the various charges, separated into 2 pay periods: Sept-Dec (\$36) and Jan-June (\$54) . If your child is not eating lunch at school, please ensure to NOT pay the \$90.00 lunch fee and please inform your child's teacher that your child will not be eating at school. The outstanding \$90.00 fee will be removed for families whose children will eat at home.

For specific instructions on how to pay online, please click on this link to access a PDF document.

- **Kindergarten Student fees:** [Click here for a link to the actual form](#), previously sent in June, sharing a breakdown of costs and the total cost .
- **Grades 1 and older Student Fees:** [Click here for a link to the actual form](#), previously sent in June, sharing a breakdown of costs and the total cost.

If not paying online, cheques should be payable to "École Sage Creek School" and remitted with the bottom portion of the letter (see above for link to actual letters) to your child's teacher at the Opening Day Conferences or during the first week of school. Cheques can be postdated to September 11, 2023. If you have more than one child at École Sage Creek School, you may wish to submit one form and one cheque on behalf of your family. If that is the case, we ask that you indicate the name(s) of your child(ren) on the cheque as well as on the bottom portion of the form. If you have any questions related to the fees, or if there are financial constraints, please call Marc Poirier at (204) 253-8199.



Mask use

Similar to the end of last year, while mask use is not mandatory in schools, individual choice will be respected. Everyone will be reminded to respect individual choice regarding mask use. Schools will continue to have medical masks available for the students and staff who would like to wear one.

Recess procedures

Although the government has removed cohorting restrictions, recess (for students in Grades 1 and older) at École Sage Creek will continue to be staggered to reduce the number of students outside at one time. Grades 3-6 will go outside from 10:15-10:30, 11:45-12:15 and 2:00-2:15 while students in grades 1&2 will go out from 10:30-10:45, 12:15-12:40 and 2:15-2:30.