

## Coláiste Pobail na Mainistreach

Bóthar na Mainistreach An Port Mór Portláirge X91 PC91  
Príomhoide: Michelle Ní Sheafraidh  
Leas-Phríomhoide: Colm de Ris  
Leas-Phríomhoide: Helen Ní Chonchubhair  
Leas-Phríomhoide: Laura Ní Ghiolla Phádraig

## Abbey Community College

Abbey Road Ferrybank Waterford X91 PC91  
Principal: Michelle Jefford  
Deputy Principal: Colm Rice  
Deputy Principal: Helen O'Connor  
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November 29<sup>th</sup>, 2021

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Dear Parent/Guardian,

Please read the following important information regarding your son's / daughter's LCA programme. All students have engaged in a comprehensive and diverse programme including a team bonding day, a nutrition talk, hot chocolate morning, a cooked breakfast morning, a library visit, and a Christmas Gift workshop to name a few.

### Homework / Tasks / Key Assignments:

It is important that your son/daughter is completing all assigned homework, key assignments and task work each day. We would encourage you to discuss their daily work which should be noted in their personal record book (PRB) or checking on Microsoft Teams.

### LCA State Exams Tasks:

Please note the following important dates:

Date	Task
December 2021	Visual Arts
February, 2022	Communicative Irish Pre- Oral and Pre-Written exam
May, 2022	Hotel, Catering and Tourism
May, 2022	VPG
May, 2022	Personal Reflection Task

### Christmas Exam (Assessment Zone 1 Exams)

Please note exams for all LCA students begin Tuesday, 30<sup>th</sup> November and continue until Friday, December 3<sup>rd</sup>. It is important that all students sit these exams.

### Work Experience – Session 1 (Sept – Dec):

At this stage your son/daughter is coming to the end of their work placement session one. We hope that they have enjoyed it and gained valuable skills. IT IS EXTREMELY IMPORTANT THAT IF YOUR SON/DAUGHTER DID NOT COMPLETE AT LEAST 10 DAYS placement that they provide one of the following:

- A DOCTOR'S CERTIFICATE
- IF THE EMPLOYER WILL FACILITATE IT THEY COULD DO SOME ADDITIONAL HOURS ON WEDNESDAYS OVER THE NEXT COUPLE OF WEEKS TO MAKE UP LOST TIME.

## **Work Experience – Session 2 (Jan – May):**

As you are aware 5<sup>th</sup> year LCA Session two work experience begins on **Wednesday January 12<sup>th</sup>**. At this stage, each student should have their placement organised. If the student requires garda vetting forms these must be completed and returned to Ms. Doherty before **Tuesday December 7<sup>th</sup>**. A student will require garda vetting if they will be working with children or vulnerable adults e.g., play school/creche etc. These forms are available from Ms. Doherty.

It is the student's responsibility to find a placement of value in an area that interests them from a career point of view. Community involvement and volunteering in an organisation are also encouraged. Students must register their work placement via the Programme Coordinator, Ms. Doherty by completing the Work Placement Microsoft form. **The placement can only be approved upon completion of the Microsoft forms. The placement MUST be school approved, otherwise it will not be covered by the State Indemnity Insurance.**

Listed below is advice for the students before, during and after placement. Please read this advice with your son/daughter.

### **Before you go on Work Placement**

- Register your placement by completing the Work Placement Microsoft form.
- Fully complete and process the necessary Garda vetting forms (further details from Ms. Doherty)
- Learn as much as you can about the company where you are working.
- Make sure you have all the necessary documentation completed.
- Listen carefully to the guidance from your coordinator/guidance teacher/LCA link teacher.

### **During the Work Placement**

- Dress appropriately for the type of work to be done.
- Remind the employer to sign the student evaluation form daily.
- Always be on time.
- Have a positive attitude.
- Listen carefully to all instructions given to you.
- Carry out all tasks to the best of your ability.
- Inform the employer and the school immediately if you are unable to attend work placement.
- Complete the work placement diary

### **After the Work Placement**

- Make sure that the employer completes the employer evaluation information.
- Complete the student evaluation pages in the relevant areas.
- Complete your LCA Work experience diary each week.

We would like to wish the students the very best in their exams over the coming days.

If you require any further information, please email or phone through the school office.

Kind regards,

Anne Marie Doherty

Programme Coordinator

Sinéad Connery

Student/Teacher Link

