

**Coláiste Pobail na Mainistreach**  
 Bóthar na Mainistreach, An Port Mór, Portláirge, X91 PC91  
**Priomhoide:** Michelle Ni Sheafraidh  
**Leas-Phriomhoide:** Colm de Ris  
**Leas-Phriomhoide:** Helen Ni Chonchubhair  
**Leas-Phriomhoide:** Laura Ni Ghiolla Phádraig

**Abbey Community College**  
 Abbey Road, Ferrybank, Waterford, X91 PC91  
**Principal:** Michelle Jefford  
**Deputy Principal:** Colm Rice  
**Deputy Principal:** Helen O'Connor  
**Deputy Principal:** Laura Fitzpatrick



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2<sup>nd</sup> September 2022

Dear Parent/ Guardian,

We would like to welcome your child back to the 6<sup>th</sup> year Leaving Cert Applied Programme. There are a range of experiences available, and we hope the students will enter enthusiastically into the programme and gain socially, emotionally, and intellectually from the year.

Well done to the students who engaged so well in 5<sup>th</sup> year LCA. Again, we would like you to encourage your child to commit fully to the year. Students must continue to strive for excellence in their academic studies. Homework/Project work is very important and must be completed each night.

Work Experience is an integral component of the vocational module and we expect that all students give a high level of commitment to their placement. **At this stage all students should have their work placement in place and have submitted all the details to Ms. Doherty.** However, we are giving the students this Wednesday September 7<sup>th</sup> the opportunity to work from home to finalise all work placement details. Work experience will commence on **Wednesday September 14<sup>th</sup>**

Students will be required to fill in a Microsoft form requiring the following details-

Name of Business	Name of employer/supervisor's	Supervisor's email address
Supervisor's phone number	List of duties	Start/finish times

Please ensure your son/daughter has these details written into their student record book by next Monday September 5<sup>th</sup>.

Full attendance in school and with work experience is required. It is worth noting that 90% attendance in each module is required for completion of the LCA programme. If for any reason a student is unable to attend school or work placement, they must let Ms. Cummins Year Head & Ms. Doherty and their employer know **in advance**. Appointments should be made for after school hours.

School activities / trips organised in Abbey Community College are seen as a school event and we would like to remind you that our code of conduct applies on all school activities, work experience and trips.

Key Dates:

- Wednesday September 7<sup>th</sup> - organise work experience from home
- Wednesday September 14<sup>th</sup> -work experience commences

Yours Sincerely,

Sinéad Connery	Anne-Marie Doherty	Linda Cummins	Michelle Jefford
Student / Teacher Link	Programme Co-ordinator	Year Head	Principal



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