

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



Tel: 051 832 930
info@abbeycommunitycollege.com
www.abbeycommunitycollege.com

5th September 2022

Dear Parent/ Guardian,

We would like to welcome your child to the Leaving Cert Applied (LCA) 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.

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 7th the opportunity to work from home to finalise all work placement details. Work experience will commence on Wednesday, September 21st.

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 child has these details written into their student record book by next Thursday.

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 Mr. Dunne 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 behaviour applies on all school activities, work experience and trips.

Key Dates:

- Wednesday September 7th - organise work experience from home
- Wednesday September 14th – cross curricular tour of our local community/ LCA bonding day (details will be posted on student *Team*)
- Wednesday September 21st – 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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