

**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 December 2025

Dear Parent/Guardian,

Please read the following important information regarding your son / daughter LCA programme. So far, all students have engaged in a comprehensive and diverse programme.

**Trips/Workshops/Guest Speakers:**

The students have engaged in many trips and workshops since September. Listed below are a list of activities that students have participated in and will participate in during the next school term.

Trip to Harvest Festival	Kindness and Goal setting Workshop
Trip to The Ploughing Championship	Hospitality Training
Trip to WWETB EXPO	Jewellery Making Workshop
Christmas Wreath Making Workshop	TUSLA Talk
Sign Language Workshop	Consent Workshop
First Aid Training	Cancer Awareness Workshop
	Personal Safety Workshop

**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 student record book (SRB) or on Microsoft Teams.

**LCA State Exams Tasks:**

Please note the following important information re tasks:

**Year 2**

Session 3: Practical Achievement Task  
Session 3: Vocational Education Task - Agriculture / Horticulture - (Specialism)  
Session 4: Personal Reflection Task  
Session 4: HCT and Agriculture / Horticulture Practical's - (Vocational Specialisms)  
Session 4: French Oral and Exam and English Oral  
Session 4: English Oral Christmas Exam (Assessment Zone 1 Exams)

Please note exams for all LCA Year 2 students were completed in October. Reports are now available on VSware.

**Work Experience – Session 3 (Sept – Dec):**

At this stage your son/daughter is coming to the end of their work placement session one. The last day of placement is Wednesday December 17<sup>th</sup>. 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 4 (Jan – May):**

As you are aware LCA Session four work experience begins on **Wednesday January 7<sup>th</sup> 2026**. **At this stage, each student should have their placement organised.** If they have not they must secure it over the next few days.

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 Form. The placement MUST be school approved, otherwise it will not be covered by the State Indemnity Insurance.**

[\*\*Click here for the 6A Microsoft Form – Work Placement 2\*\*](#)

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.

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

Kind regards,

Anne Marie Doherty

Programme Coordinator



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