

# Holy Family Community School

LCA Information 2024/2025



# Welcome from Mr. Ferguson

- ▶ Thank you for attending this information night regarding a very important year for LCA students.
- ▶ At HFCS we will work very hard to ensuring that it is a productive, enjoyable and rewarding experience for everyone.
- ▶ It will involve students working diligently, participating positively and engaging respectfully with their peers and everyone in the HFCS community.
- ▶ Please check the school's website [www.hfcs.ie](http://www.hfcs.ie) for the updated Code of Behaviour and Discipline and relevant policies. **All students must adhere to the schools' policies.** Parents/guardians and students are expected to read these policies and students must abide by all school policies.

# Pastoral Care Team



▶ Teachers, SNAs, Secretaries and Caretakers

▶ LCA 2 Tutor                      Mr. C. Gormely

▶ LCA 1 Tutor                      Ms. M Bates

▶ LCA2 Year Head                Ms. C Phillips\*

▶ LCA1 Year Head                Ms. L Doyle \*

▶ LCA Programme Coordinator    Mr L. Ferguson

▶ Chaplain                              Mr. N. McConnell

# Pastoral Care Team




- ▶ Guidance Counsellors: Ms. U. Ms Donnell, Ms. K O'Connell & Ms. C. Perris
- ▶ AEN Coordinator Mr. M Savage & Ms H. O'Keefe
- ▶ Deputy Principals Ms. D. O' Keefe,  
Mr. D Maher  
Mr. L Ferguson
- ▶ Principal Ms. I. Fallon
- ▶ Student Support Team

# Communication between school and parents

- **VShare** is the management and communication system used by the school.
- Parents/guardians can look at their child's timetable, attendance, assessment results and behaviour record on VShare.
- **Absence notes must be communicated to the school through VShare.**
- VShare is also the system used to communicate messages to parents/guardians.
- In order to receive messages, please ensure that you download the VShare app on your mobile device and allow notifications.
- **Please ensure that you have the APP downloaded on to your phone.**
- Instructions on how to download the VShare app can be found here: <https://support.vshare.ie/en/parent-app-overview>

CHECK VSHARE  
REGULARLY!

A screenshot of the VShare login interface. The background is blue with a large, semi-transparent 'VSHARE' logo. Below the logo, there are two white input fields: the first is labeled 'Login' and the second is labeled 'Password'. Below the password field, there is a 'Reset Password' link with a green checkmark icon to its right. At the bottom, there is a blue 'Sign In' button.



# School Procedures

## Parent/Guardian to School Communication

- *The School Secretary, Ms. Lorraine O'Connell, is the main channel to contact teachers, Tutor, Year Head, Deputy Principals and Principal*
- Phone calls (01 4580766 / 01 4580031)
- Emails to [info@hfcs.ie](mailto:info@hfcs.ie)
- Absence notes sent via VShare
- Notes in dialann for individual subject teachers or contact made through email/phone call
- All meetings between parents/guardians and staff members must be made by appointment.

# School Procedures

Classes begin at 8.45am and finish at 3.40pm (1pm on Wed.). Students must be in school **5 minutes before** first class in the morning and first class in the afternoon

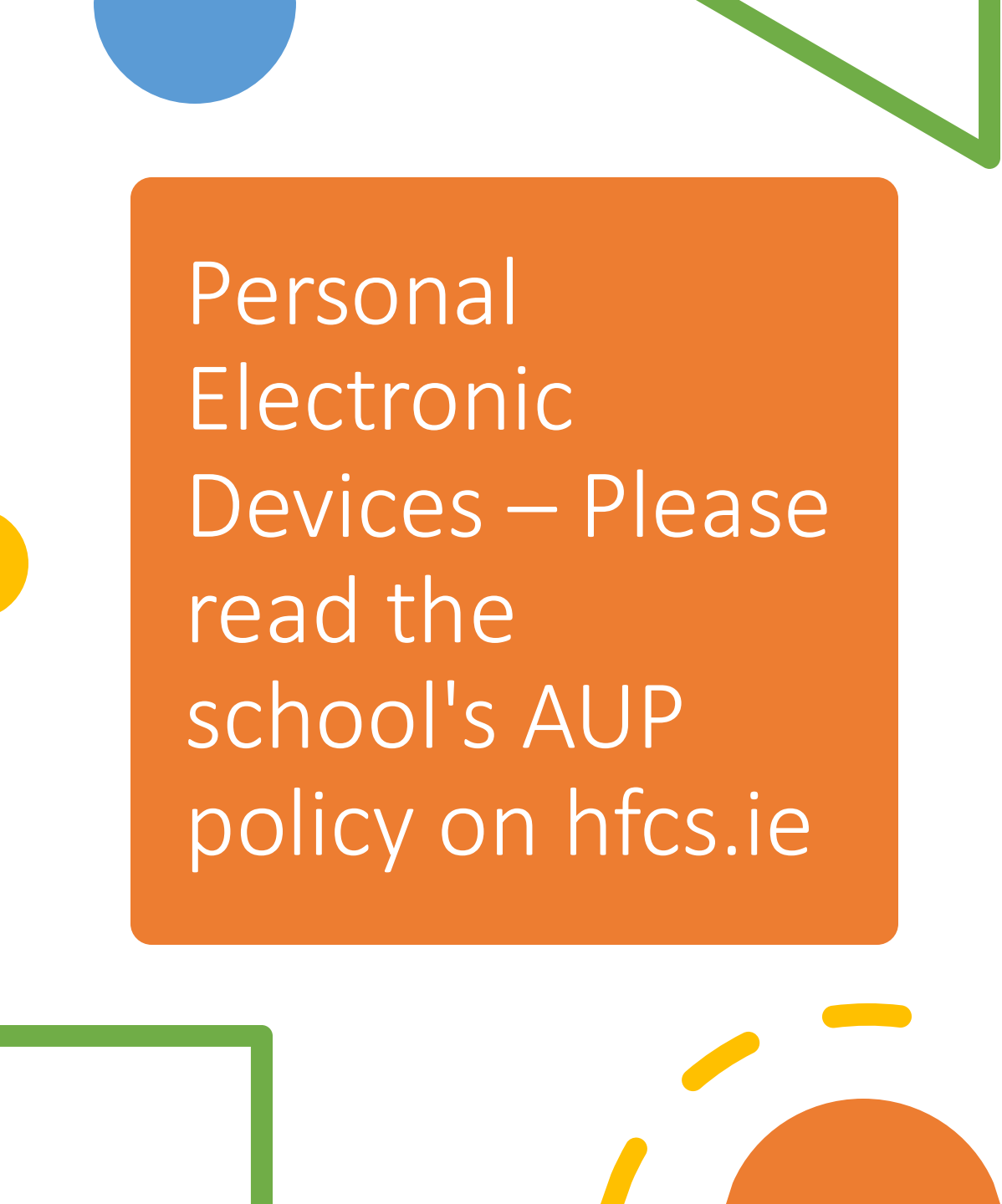
Morning break is from 10.45am - 11.00am (varies slightly on Wednesdays)

Lunch break 1.00pm – 1.40pm

Senior students are allowed to go down to the village for lunch on the condition that they will return **on time** for class. Sanctions will apply if students return late from the village.

All students are expected to take a turn at the lunch time cleaning roster.

Students will be notified in advance of the week they will be on the lunch time cleaning roster.



Personal  
Electronic  
Devices – Please  
read the  
school's AUP  
policy on [hfcs.ie](http://hfcs.ie)

- Must be off and out of sight at all times during school day
- Students must not take photographs or recordings of any member of the school community
- Students must not use their personal electronic devices to abuse, threaten, harass or bully other students or staff or use these devices to invade the privacy of any member of the school community. Infringement of these rules is taken very seriously by the school.
- **Parents/Guardians must not phone students during the school day**
- Please read [www.cybersafeireland.org](http://www.cybersafeireland.org) and [www.webwise.ie](http://www.webwise.ie)



# Uniform

Students must wear full school uniform

Students must wear school P.E. uniform on P.E. day.  
**Only the official school P.E. gear is allowed**

Students must have a note if not wearing the uniform  
**(note only covers one day and this should rarely happen)**

Please make sure your son/daughter has all the books/  
iPad etc. listed on their book lists

Your son/ daughter should check his/her timetable  
each night to make sure they are prepared for their  
classes the next day.



# Detention

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- Is on Wednesdays from 1.15p.m. to 2.15p.m.
- Parents/ Guardians will be informed by the school when detention is given and the reason for detention
- Parents must organise transport home for their son/daughter
- Failure to attend detention may result in suspension
- If a student is unable to attend detention, a note must be presented to the Behaviour Management Co-ordinator, Ms B Redmond.

# Students in HFCS

We want our students to be happy in HFCS.

**Bullying** will not be tolerated and should be reported to the school.

In the school, we promote and encourage RESTORATIVE PRACTICE amongst the school community. This involves building positive relationships and caring cultures.

Students are expected to show manners towards all staff and students.

Students are expected to show respect for each other and to watch out for one another.

Students are asked to treat others as they would like to be treated.



LCA

Leaving Certificate Applied  
Ardeistiméireacht Fheidhmeach



# Leaving Certificate Applied

Ardeistiméireacht Fheidhmeach  
- A Different Way

## 2 Year Practical Leaving Certificate



- continuous assessment
- work & career focus
- individual talents recognised
- success & achievement
- community as classroom
- different ways of learning
- pathway to further education & training

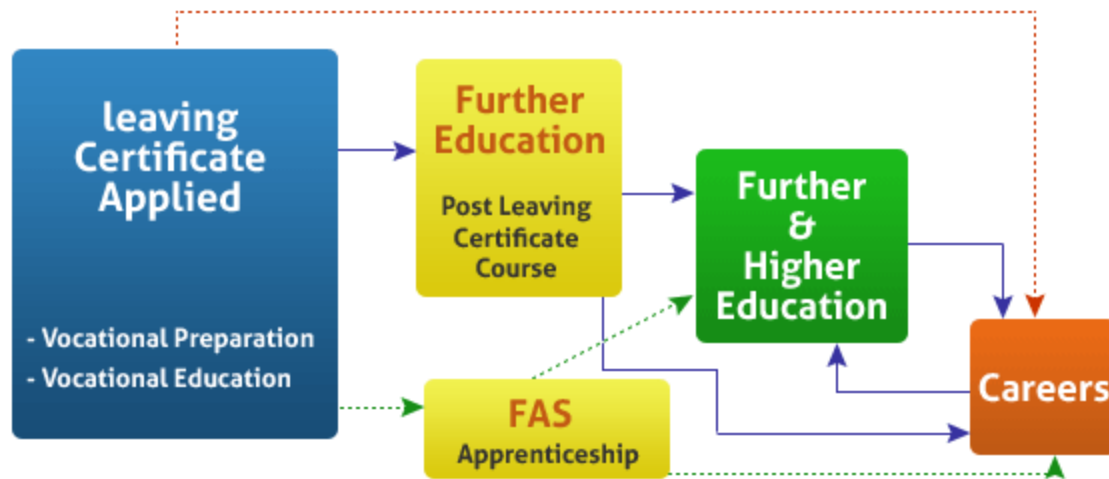
<http://lca.slss.ie>

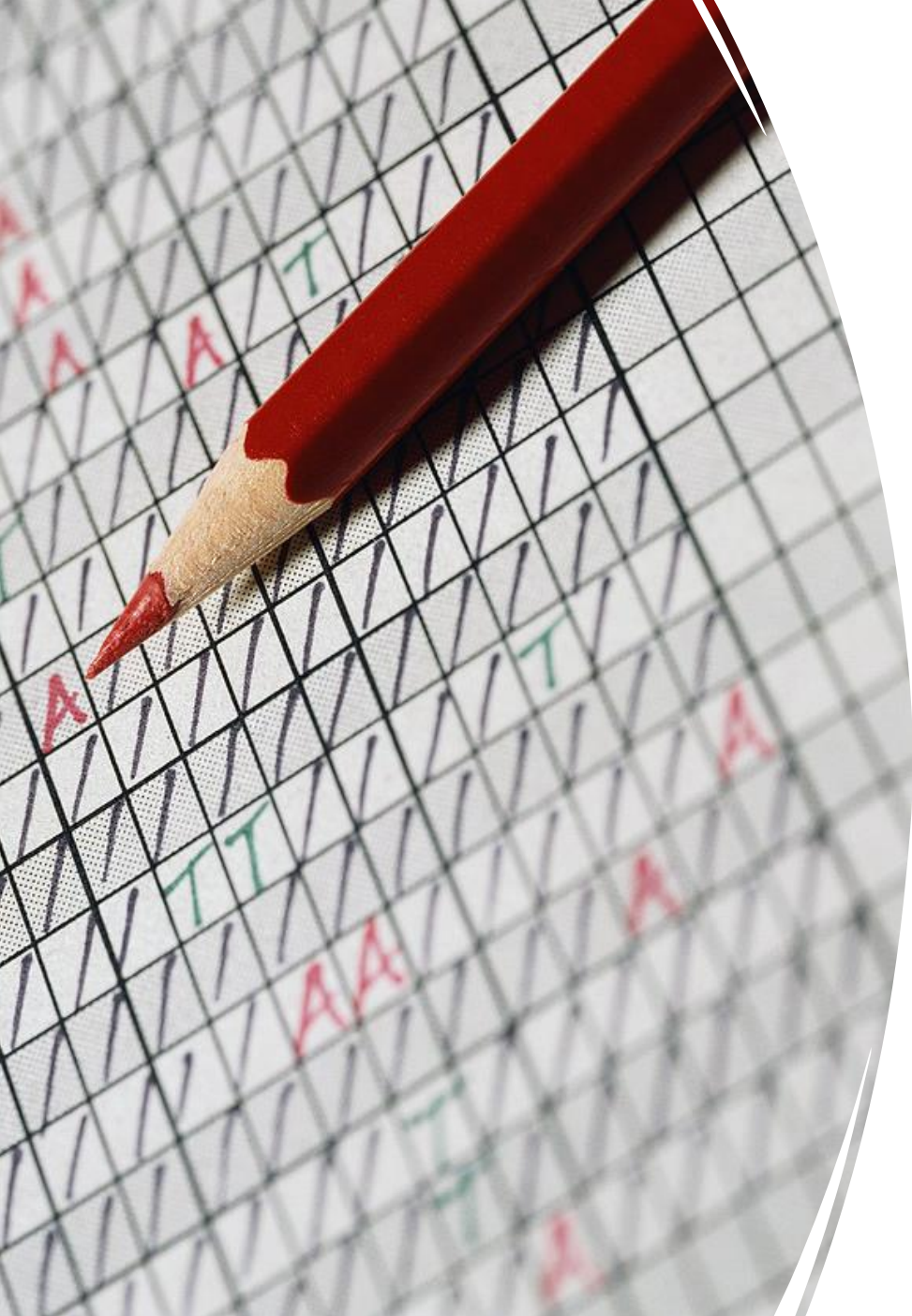


SLSS  
Senior Level  
Senior Skills

Seirbhís Scéimneála  
Eolaíoch

## The LCA Route Map.





# Course Structure

- ▶ 2 Year Programme
- ▶ Divided into 4 half-year blocks called 'Sessions'
- ▶ **Key assignments** must be completed during each session
- ▶ Based on continuous assessment- marked over the two years
- ▶ **90% attendance** is a major part of this course, if absent **Doctor Certificate** is required

Vocational  
Preparation

1. Vocational Preparation & Guidance
2. English & Communications

Vocational  
Education

1. Mathematical Applications
2. Vocational Specialisms\* (Hotel, Catering and Tourism & Horticulture, Agriculture for LCA1, Hotel, Catering and Tourism & Engineering for LCA2)
3. Information Communication Technology

General  
Education

1. Arts Education (Visual Arts)
2. Social Education (Social Health)
3. Languages (Gaeilge and French)
4. Leisure & Recreation (including Physical Education)

Elective Courses

1. Religious Education

LCA  
Curriculum



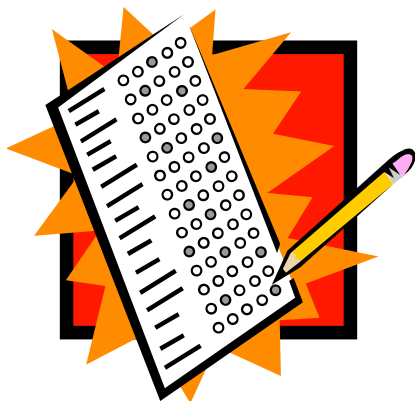
# LCA Assessment t Breakdown

Satisfactory completion of modules + 90% attendance		62 credits	31%
<ul style="list-style-type: none"> <li>Evidence of completion of <b>4 key assignments</b> for each module</li> <li>One credit per course module in which there is a final exam</li> <li>Two credits per course module in which there is NO final exam</li> </ul>			
<b>7 Student tasks @ 10 credits each</b>		70 credits	35%
<i>Vocational Preparation</i>	<i>Vocational Education (x2)</i>	<i>General Education</i>	
<i>Contemporary Issue</i>	<i>Personal Reflection</i>	<i>Practical Achievement</i>	
<b>Final examinations</b>		68 credits	34%
English & Communication	Vocational Specialisms (x2)	Languages (x2)	Social Education
12 credits	12 credits each	6 credits each	10 credits
			Mathematical Applications
			10 credits
<b>Total</b>		200 credits	100%

# Student Tasks



There are 7 Student Tasks (projects) to complete over the 2 years. Student tasks are worth 10 credits each.



Tasks	Credit	%	Completed in session	Assessed
1. General Education Originating in Arts Education, Leisure & Rec., Language or Social Education	10	5	1	Jan/Year 1
2. Vocational Preparation Originating in either Vocational Preparation & Guidance or English & Communication	10	5	2	May/Year 1
3. Vocational Education - 1st specialism Originating in one Vocational Specialism	10	5	2	May/Year 1
4. Vocational Education - 2nd specialism Originating in the second Vocational Specialism	10	5	3	Jan/Year 2
5. Contemporary Issues Anchored in Social Education	10	5	3	Jan/Year 2
6. Practical Achievement Generally out of school/centre	10	5	3	Jan/Year 2
7. Personal Reflection Statement 1 from year one will be stored and returned to SEC when statement two is complete	10	5	on-going	May/Year 2

# Subjects



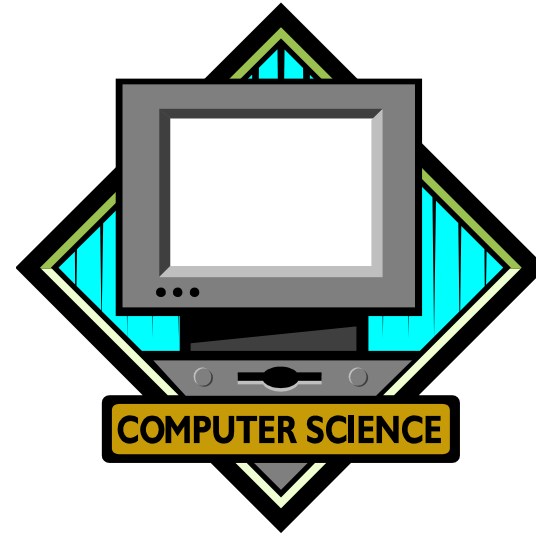
Students must complete all of the following subjects in LCA:

- ❑ English and Communications
- ❑ Mathematical Applications
- ❑ Gaeilge (Irish) is covered in 5<sup>th</sup> year
- ❑ French is covered in 6<sup>th</sup> year
- ❑ Vocational Preparation: Guidance, Jobsearch, Enterprise 1& 2, Work Experience 1, 2&3 , Community Work, Work and Living



# Subjects

- ❑ Hotel Catering and Tourism (Specialism)
- ❑ Arts- Visual Art
- ❑ Introduction to Communication and Technology (ICT) in 5th & 6th Year
- ❑ Religious Education (Elective)
- ❑ Horticulture & Agriculture (Specialism for LCA1 ONLY)
- ❑ Engineering (Specialism for LCA2 ONLY)
- ❑ Social Education
- ❑ Leisure and Recreation



▶ Students can obtain a total of 200 credits over 4 sessions in two years:

▶ Year 1

▶ Session 1:

▶ 16 credits for completing modules

▶ 10 credits for completing a student task

▶ **26 credits in total**

▶ Session 2:

▶ 19 credits for completing modules

▶ 20 credits for completing 2 student tasks

▶ 6 credits for an Irish examination

▶ **45 credits in total**

▶ Year 2

▶ Session 3:

- ▶ 12 credits for completing modules
- ▶ 30 credits for completing 3 student tasks.
- ▶ **42 credits in total.**

▶ Session 4:

- ▶ 15 credits for completing modules
- ▶ 10 credits for completing a student task
- ▶ 62 credits for examinations
- ▶ **87 credits in total.**

# LCA Certification



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## Certificate awarded at 3 levels

- Students who acquire less than 120 credits or who leave the programme early will receive a **“Record of Experience”**.

Pass	120 - 139 credits	60-69%
Merit	140 - 169 credits	70-84%
Distinction	170 - 200 credits	85-100%

## Do Leaving Certificate Applied students receive a Leaving Certificate?

- ▶ Yes. Students who successfully complete the programme receive a Leaving Certificate from the State Examinations Commission.





# WHAT CAN STUDENTS DO WHEN THEY FINISH LCA?

- ▶ Look for a job
- ▶ Get an Apprenticeship
- ▶ Apply to do a Post Leaving Certificate Course (PLC)
- ▶ Complete PLC course and continue onto college or get a job.
- ▶ Apply to become a guard, army officer, cadet, hotel employee, FAS, and as a bank clerk.

**YOU CANNOT GO DIRECTLY INTO THIRD LEVEL COLLEGES**



# Work Experience

- ▶ One day a week - **COMPULSORY** (Work experience is worth credits over the 2 years).

LCA 1 every Monday

LCA 2 every Friday

- ▶ Students are responsible for finding their own placements.
- ▶ Book placements early as there is a demand for places with the increasing number of LCA students.
- ▶ It is recommended that students should get a different workplace **per session (4 over 2 years)**.
- ▶ Students have been given a hardcopy of work experience documentation including a copy of their insurance.
- ▶ All relevant work experience paperwork must be completed. (Vocational Preparation Teacher-G. Deasy (LCA2) A. Watson (LCA1), has all documentation required.





Just a friendly  
reminder...

# LCA Fund

- ▶ LCA Activity Fee of €40 and the Stationery & Photocopying Fee of €50 is now due. )
- ▶ Spontaneous & Ad-hoc trips/opportunities which companies/venues offer will incur extra small costs such as bus fees & admission fees throughout the year.
- ▶ HFCS commits to being flexible and as forewarned & transparent as possible regarding costs. We will strive to achieve a balance between a richly rewarding programme & value for money.

- ▶ Dialann Obair Baile (New Edition)
- ▶ 2 X Refill Pad (@ 2.20 each)  
4.40 €
- ▶ 2 X A4 Manuscript Copies  
4.40 €
- ▶ A4 Sketch  
Pad €5.00
- ▶ 2 X Display Folders (For English Notes & Hotel Catering & Tourism) €10.00
- ▶ LCA Maths Workbook 1      Golden Key  
Publisher                      €15.00
- ▶ LCA Maths Workbook 2      Golden Key  
Publisher                      €15.00
- ▶ The Student Task 1              Golden Key  
Publisher                      €22.00
- ▶ Smart Cooking 1 (New / Third  
Edition) €26
- ▶ The Learner's Record for the Classroom Guidance Module NFQ Level 4 €10

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- ▶ 2 X A4 Manuscript Copies € 4.40
- ▶ A4 Sketch Pad €4.95
- ▶ 1 X Display Folder €5.00
- ▶ LCA Maths Workbook 3 Golden Key Publisher €15.00
- ▶ LCA Maths Workbook 4 Golden Key Publisher €15.00
- ▶ The Student Task 2 Golden Key Publisher €22.00
- ▶ Smart Cooking 2 (New / Third Edition) €30
- ▶ 1 x Contribution to the Graduation €10.00

**\*\*All items are available in the school's bookshop, limited stock available\*\***

All of the above are compulsory for LCA 2 students  
Please retain all books/ materials/ equipment from last year

# Parents Association

AGM - Tuesday October 8<sup>th</sup> at 6:30pm in the school



# Get involved in the HFCS Parents Council

Follow us  
on  
Facebook



HFCS Parents Council Group

Follow us  
on  
Instagram



@hfcs\_parents council

To join the  
Parents Council  
email



parentscouncil@hfcs.ie

Thank you for your attendance tonight, we are delighted to have you all as part of our school community

