

# Holy Family Community School

LCA Information 2023/2024 Part 1



# Welcome from Ms L. O'Brien

- 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.
- Please note that the school carpark is for **staff only.**
- As the LCA Coordinator, I look forward to supporting you throughout the year and if you have any matters or questions regarding the LCA Programme, please email me at [l.obrien@hfcs.ie](mailto:l.obrien@hfcs.ie)

# Pastoral Care Team



- Teachers, SNAs, Secretaries and Caretakers
- LCA1 Tutor                      Mr. C. Gormely
- LCA2 Tutor                      Ms. M Bates
  
- **LCA1 Year Head                      Ms. Colette Phillips\***
- **LCA2 Year Head                      Ms. Siobhan Connaughton \***
  
- LCA Programme Coordinator      Ms. L O'Brien
  
- Chaplain                              Mr. N. McConnell

# Pastoral Care Team



- Guidance Counsellors: Ms. U. Ms Donnell & Ms. C. Perris
- AEN Coordinator Mr. Michael Savage
- Deputy Principals Ms. D. O' Keeffe,  
Mr. D Maher  
Mr. L Ferguson
- Principal Ms. I. Fallon
- Student Support Team

# Complaints / Concerns

## Stages:


- Subject Teacher
- Tutor
- Year Head
- Principal
- Representatives of the Board of Management
- Full Board of Management
- Teaching Council

Complaints Procedure on School's  
website [www.hfcs.ie](http://www.hfcs.ie)

# Communication between school and parents

- **VSware** 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 VSware.
- **Absence notes must be communicated to the school through VSware.**
- VSware is also the system used to communicate messages to parents/guardians.
- In order to receive messages, please ensure that you download the VSware 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 VSware app can be found here: <https://support.vsware.ie/en/parent-app-overview>


CHECK VSWARE  
REGULARLY!

The image shows the VSware login interface. At the top, there is a large, stylized 'VS' logo in blue and white, with the word 'WARE' in a smaller, grey font to its right. Below the logo, the word 'Login' is written in a small, light blue font. There are two white input fields: the first is for the username and the second is for the password. Below the password field, there is a link that says 'Reset Password' in a small, light blue font. At the bottom, there is a blue button with the text 'Sign In' in white. To the right of the 'Reset Password' link and the 'Sign In' button, there is a green circular icon with a white checkmark inside.



# 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.
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# 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 1.25p.m. to 2.25p.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 Brona 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

The Leaving Certificate Applied is a two-year programme to prepare students for adult and working life.





# Leaving Certificate Applied

Ardteistiméireacht Fheidhmeach

- *A Different Way*

## 2 Year Practical Leaving Certificate



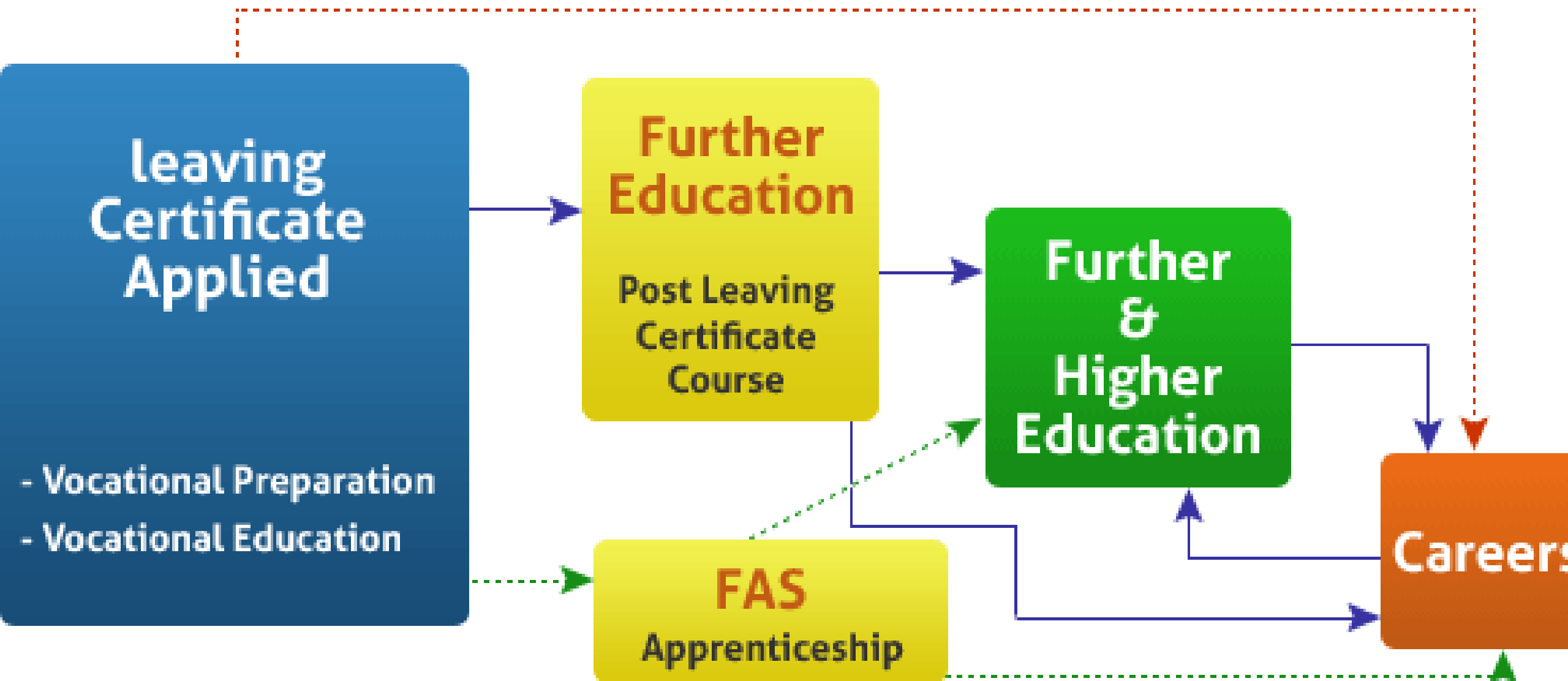
<http://lca.slss.ie>



SECOND LEVEL  
SUPPORT SERVICES

Seirbhísí Tacaíochta  
Dara Leibhéal

# The LCA Route Map.







# Course Structure

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- 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 LCA2, Hotel, Catering and Tourism & Engineering for LCA1)
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

# HFCS' LCA Curriculum