

# Leaving Certificate Applied Policy Blackwater Community School

Updated For School Year 2023-2024

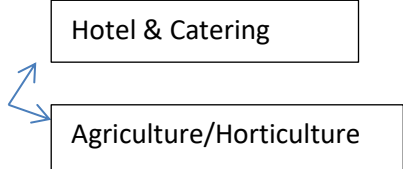
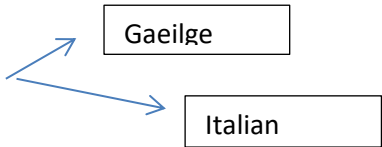
## School Mission Statement

1. To foster the Christian values of truth, honesty and integrity.
2. To enable students to develop their academic, physical, emotional and spiritual potential to the fullest extent.
3. To create a safer environment where students and staff feel cherished, secure and happy.
4. To give students access to a broad and balanced education.
5. To equip students with a strong sense of self-belief and self-motivation.
6. To create a caring, co-operative and friendly community in an atmosphere of mutual respect.
7. To enhance student's sense of their role within the local and wider community.
8. To provide a welcoming atmosphere for parents and the wider community.

## **Aims of LCA in Blackwater Community school**

1. Provide pupils of BCS with two year Leaving Certificate Programme aimed at preparing pupils for adult and working life
2. To provide pupils with a varied range of subjects which will give them practical and certified qualifications
3. To ensure all pupils actively participate in the programme and receive the highest accreditation possible.
4. Emphasise forms of achievement and excellence which the established Leaving Cert has not recognised in the past.

# CURRICULUM

<b>Vocational Education</b>	Vocational Preparation and Guidance English and communication
<b>Vocational Education</b>	Maths Vocational Specialisms  Information & Communication Technology
<b>General Education</b>	Arts Education Social Education Languages  Leisure & Recreation Drama – (elective) Religious Education

# Calendar for year 2023-2024

## LEAVING CERT APPLIED CALENDAR OF EVENTS

### Session 1 Year 1 & Session 2

#### SEPTEMBER

- Issue of Practical Achievement Booklet
- Issue of year 1 Examination Results
- Viewing of Scripts for Year 1 candidates
- Deadline for appeal of Year 1 results

#### OCTOBER

- Issue of Appeal Results for Year 2 candidates
- Issue of LCA Folder to all LCA Schools/ Centres
- Issue of LCA forms ENT..LCA.1 and ENT.LCA.2 which capture task & final exam details for Yr 1 and Yr 2 candidates (to be completed and returned immediately)

#### NOVEMBER

- Issue of Appeal Results for Year 1 candidates

#### DECEMBER

- Circulation of Oral Guidelines. Distributions of Timetable of Final Exams .Issue of LCA Certificates

#### JANUARY

- Notification of February Task arrangements
- Year 1 candidate numbers assigned
- Practical Coursework Design Briefs -Graphics/Construction,
- Engineering, Technology, Childcare/Community Care, Craft & Design circulated to schools/centres
- Issue of Personal Reflection Task Guidelines

## Session 2 Year 1 & Session 4 Year 2

### FEBRUARY

- February Tasks
- LCA 1 (module) forms for Session 1 and 2 to be completed and returned immediately on receipt.

### MARCH

- Circulation of Format of final exams
- Practical Performance Assignment Briefs (Hotel Catering and Tourism, Office Administration Customer Care, Active Leisure Studies, Health & Beauty and Agriculture/Horticulture) circulated to schools/centres

### APRIL

- Notification of May Task arrangements
- Issue of Session 1 results
- Appeal deadline for February Tasks

### MAY

- May Tasks
- IT practical performance and written test (set up instructions to issue ahead of question papers)
- LCA practical performance tests (Hotel Catering Tourism, Active Leisure Studies, Office Administration & Customer Care, Agriculture/Horticulture, Hair and Beauty)
- LCA Oral Exams
- LCA 1 (module) forms for Session 2 and 4 to be completed and returned immediately on receipt.
- Schools instructed regarding appointing Superintendent for Yr 1 languages
- Distribution of P2 rollas for Practical Coursework exams and identity labels for pieces

- PRT rolls for Year 1 and Yr 2 issued to schools with instruction for immediate return
- Completion and return of Personal Reflection Tasks.

## JUNE

- Terminal Exams
- Assessment of practical coursework (Engineering, Graphics & Construction, Childcare/Community Care, Craft & Design and Technology)

## AUGUST

- Issue of Year 2 Examination Results
- Viewing of Scripts for Year 2 candidates
- Deadline for appeal of Year 2 results

## Teaching Team of LCA 2023-24

### LCA 5<sup>th</sup> year

Career Guidance	Lucie Higgins	11	<a href="#">LCA1CGPK13</a>
Leisure and Recreation including Physical Education	Eoin McCraith	11	<a href="#">LCA1LRSM13</a>
Vocational Preparation and Guidance	Jamie Kearney	11	<a href="#">LCA1VPMa13</a>
Arts Visual	Angela Leahy	19	<a href="#">Lca1Atjr13</a>
Introduction to Information and Communication Technology	Kelly Mc Grath	11	<a href="#">Lca1ItBt13</a>
Communicative Irish	Hannah Power	5	<a href="#">Lca1Ircm13</a>
Technology (LCA)		10	<a href="#">Lca1TeCP13</a>
Agriculture/Horticulture	Danielle Feeney, Mary Jane Maher & Laura Casey	11	<a href="#">Lca1AgYC13</a>
English and Communication	Murphy, Edel	11	<a href="#">Lca1enAd13</a>
Mathematical Applications	Sophia Baillieil	11	<a href="#">Lca1MaAN13</a>
Social Education	Prendergast, Jane	11	<a href="#">Lca1SeJp13</a>
Hotel, Catering & Tourism	Ann O Sullivan		

## Assessment of LCA

**Classroom based:** Pupils complete classwork and are assessed individually by subject teachers. Teachers complete a report at the end of each class period, a number is assigned based on effort, materials needed and behaviour. This is monitored weekly by Year head/ tutor.

**Christmas & Summer Exams :** Pupils in 6<sup>th</sup> year have full exams at Christmas and pre-exams in April, the results of these are entered into **VSWare** and sent home. 5<sup>th</sup> year pupils have full exams at the end of May and class based assessment at Christmas

**Key Assignments:** **Key assignments** are completed during each session as outlined in the modular descriptor, they are collected and assessed by subject teacher, credits are entered into department website by Co-ordinator at the end of each session.

**Tasks:** Pupils complete 7 tasks over the 2 years which are assessed by Department examiners.

**Final exam:** 6<sup>th</sup> year pupils complete 6 subjects in a terminal exam in the June of their final session



## Admission policy to course:

### 1. Co-ordination with Special Needs Department and previous Year Heads

Identify with learning support team and year head the most suitable candidates for course.

### 2. Information night

February or Early March for parents and pupils of those with an interest.

### 3. Application Form

Interested pupils fill in application form and submit by February/March to Mrs O Sullivan.

### 4. Report of suitability

Given from 3<sup>rd</sup> & 4<sup>th</sup> year head to Mrs O'Sullivan prior to interview, also record of academic and behaviour as well as teachers input is all considered.

### 5. Interview:

Attend for interview with co-ordinator, tutor and Principal (and tutor)

Numbers limited and acceptance based on behavioural record and suitability to course.

## Induction for LCA

The first day of session 1 pupils are given information on the course and the terms associated with it are explained in detail. Games and induction exercises are also carried out to ensure pupils get to know each other and feel comfortable with each other. Students prepare, cook and serve a breakfast for themselves and their teachers in the first 3 weeks as a bonding exercise.



At the end of September a team bonding day takes place for both 5<sup>th</sup> & 6<sup>th</sup> year pupils in an adventure activity centre.



## Student Induction Resources

Student Induction pack which is provided by LCA support services.

## Teacher Induction Resources

Every teacher is given a copy of the module descriptor and given one on one support for the introduction to teaching LCA.

## Teacher CPD

All LCA teachers are notified by co-ordinator of any in-service provided by Oide during the year. Teachers also have access to the LCA support team in Claire Education Centre and finally the LCA PDST website.

Teachers feedback from their evaluation sheet at the end of each year is taken into account by co-ordinator and management

## Promotion of Course

### External:

#### 1. School Website:

LCA policy is on the school website which outline aims and objectives of the course

#### 2. Information Night:

Information night is presented to parents & pupils of LCA in February/March outlining the course

#### 3. Newspaper articles:

Pupils activities and tasks are put into local newspapers on a regular basis to highlight their achievements.

### Internal:

#### 1. Intercom:

Announcements are made about LCA activities etc in school

#### 2. LCA noticeboard:

Photos are placed on the LCA noticeboard which is maintained by the LCA pupils themselves

#### 3. Staff noticeboard:

Notices for staff are placed on staffroom LCA noticeboard in relation to inservices etc

#### 4. Tasks:

Activities which are undertaken in school by pupils in preparation for task highlight their work

## Task Planning:

At the beginning of each academic year the co-ordinator meets with the teachers involved in the tasks for the year. A task workbook is given to each teacher to assist them with the task and a list of tasks is placed on the LCA noticeboard for the LCA team to know and assist with cross curricular links.

The coordinator organises the assessment of the tasks with the external examiners and the timetable etc. is placed again on noticeboard, pupils and parents are also notified.

All tasks are bound and presented for assessment and kept by the co-ordinator until the appeal process is completed.

## Work Experience Policy:

- Pupils attend work experience on Friday of every week.
- Pupils are asked to get their own experience and asked to change at least twice over the 2 year period
- A letter and insurance details are given to each employer and a phone call is made the week before commencement
- Employers are contacted on a regular basis during the year and an assessment form is sent to them at the end of each session.

- Pupils are asked to keep a work experience diary which is assessed by VPG teacher

## **Discipline of LCA pupils**

**There is a two prong system within the LCA programme:**

### **1. Positive Discipline system**

**Pupil collect credits in each class they attend every day. They receive at the end of class 0-5 credits depending on their attendance, participation, punctuality, behaviour in class. These credits are placed in their PR book and then added up each week. There is a positive discipline trip organised by the co-ordinator 3 times a year and attendance to this depends on a pupil receiving a certain amount of credits each week.**

### **2. School system / VSWare**

**Pupils can also be given the system of the school if their behaviour in class is seen as unacceptable; this includes an X or C3. Pupils behaviour is then recorded on school system**

### **3. On Report**

**If a pupil's behaviour is persistently unacceptable and a number of reports have been given to the co-ordinator then the pupil is put on report for a specific period of time and is closely monitored by teachers and co-ordinator**



## Out of School Activities:

Pupils follow the guidelines as laid down by the school rule book for any external activities

## Planning for students with special needs

Pupils who have additional resource hours are given one-one time during Irish classes as they have Irish exemptions. Pupils also have access to an SNA in all classes if this has been sanctioned by the learning support department.

## Guidance

All pupils have one class of guidance each week, they have one-one discussions with guidance councillor in 6<sup>th</sup> year, assistance with application forms and are brought to relevant open days.

## Teaching Methodologies

Teaching methods are as laid out in the modular descriptors and tend to have a higher level of active learning and short term aims.

## Homework:

Pupils receive homework from their teachers in relation to key assignments and task preparation. 6<sup>th</sup> year pupils receive exam paper exercises in session 4 in preparation for their terminal exams.

### Recording Attendance:

Pupils attend a daily tutor meeting every morning at 8.40. This is where uniforms and Yondr pouches are checked and attendance taken.

Attendance is recorded in the eportal system, pupils who were absent are expected to have a written explanation .

Pupils need to have a 90% attendance to receive their end of session credits from each subject teacher

### Recording /Storage of Key Assignments:

All key assignments are kept by the subject teacher and used to award credits twice a year.

### Programme Evaluation

At the end of each academic year the LCA co-ordinator evaluates the strengths and weakness of the course within the school with the help of students, parents and the teaching team of LCA.

The results of this evaluation is collated and worked on for the next year by the co-ordinator and management of the school

## STUDENT END-OF-YEAR EVALUATION

Name :

1. What aspects of Leaving Certificate Applied did you like most?

(a)
(b)
(c)

2. What aspects of Leaving Certificate Applied did you not enjoy?

(a)
(b)
(c)

3. What changes would you make to the Leaving Certificate Applied programme in this school?


4. What advice would you give to a third-year about to go into Leaving Certificate Applied?


# **Parents' Questionnaire**

1. Why did you choose this programme for your child?

2. How pleased are you with the education that the programme is offering your child? Please tick the appropriate letter:

- A. VERY PLEASED
- B. REASONABLY PLEASED
- C. NOT VERY PLEASED
- D. DISPLEASED

3. What are the best things about the programme, in your view?

4. What things, if any, would you like to see changed in the programme?

Thank you for your co-operation

**Application Form for LCA 2023-2025**

Name of Student\_\_\_\_\_

Home Address

---

---

---

Why do you want to do the LCA programme?

---

---

---

---

---

What area of study/work are you interested in when you leave school?

---

---

---

---

Where would you like to on work experience and why?

Place number 1

---

---

Place number 2

---

---

What do you hope to gain by doing the LCA programme in BCS?

---

---

---

---

---

Give a brief outline of any hobbies or interests that you have.

---

---

---

---

---

***Please note that this application form is one part of the selection process for the LCA programme which also includes discussion and evaluation with various stakeholders and an interview. Completion of this form does not guarantee acceptance on the programme.***

Signed:(student)\_\_\_\_\_

Signed: (parent/guardian) \_\_\_\_\_

Date: \_\_\_\_\_

Parents/Guardian contact details

Name of parent/guardian (1)

---

Relationship to student\_\_\_\_\_

Contact number\_\_\_\_\_

Name of parent/guardian (2)

---

Relationship to student\_\_\_\_\_

Contact number \_\_\_\_\_

***\*Application forms to be returned to Ann O Sullivan Room A9 on or before March 14<sup>th</sup> 2023.***

## Letter home to parents regarding LCA Information Evening

28<sup>th</sup> February 2023

Dear Parent/Guardian,

There will be an information evening on Tuesday 7<sup>th</sup> March for parents/guardians and students who are interested in the Leaving Certificate Applied Programme (LCA) commencing in September 2023. LCA is a distinct, self-contained two-year Leaving Certificate Programme aimed at preparing students for working life and further education. LCA has more emphasis on continuous assessment instead of the end of year exams. The aim of the evening is to provide an overview of the programmes content and to answer any questions you may have about LCA.

The meeting will take place at 7pm in the room A9 in the new building. Application forms will be available on the night. If you require any further details about LCA or the information evening, then feel free to contact us using the contact details below.

Kind Regards,

Ann O Sullivan & Edel Murphy

[annosullivan@blackwatercs.com](mailto:annosullivan@blackwatercs.com)

[edelmurphy@blackwatercs.com](mailto:edelmurphy@blackwatercs.com)

Phone: (058) 53620



### **Results for 2013 (10 pupils)**

**Distinction      40% ( 4/10)**

**Merit              60% (6/10)**

**\*\* received 1<sup>st</sup> place in technology nationally**

### **Results 2014 ( 12 pupils)**

**Distinction**

**Merit**

**\*\*Received 1<sup>st</sup> & 2<sup>nd</sup> place in Technology in the country**

### **Results 2015 ( 12 pupils)**

**Distinction      60% ( 7/12)**

**Merit              33% ( 4/12)**

**Pass              7% (1/12)**

### **Results 2017 ( 15 pupils)**

**Distinction                              53% ( 8/15)**

**Merit                                        40% ( 6/15)**

**Record of Credits**

**7% (1/15)**