



Cardinal Pole Catholic School

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Executive Headteacher: Mr A Hall BA (Hons) MA NPQH NPQEL
Head of School: Mr A O'Donoghue BA (Hons)



17th October 2025

Dear Parent/Carer,

CHRISTMAS ASSESSMENT WEEK: 1st – 5th DECEMBER 2025 (Year 13)

From Monday 1st December, all Year 13 students will be following a bespoke timetable for their Christmas Assessments (API). When Year 13 students are not in exams, they are on study leave which can be completed in school or at home. When they do have exams, they are expected to be in school 30 minutes before their exam is due to start and will be dismissed at the end of their exams. Please see the **provisional** examination timetable for your child overleaf.

Please do note that, as the timetable currently stands, on **Friday 5th December, only Art students are required on site and this exam will finish at the end of session 2** with an extended break time for all students to receive lunch.

Timings of the Day:

8.35am-9.00am: **Registration for Session One**

9.00am-10.30am: **Session One**

10.30am-11.00am: **BREAK**

11.00am-11.15am: **Registration for Session Two**

11.15am-12.45pm: **Session Two**

12.45pm-1.15pm: **LUNCH**

1.15pm-1.30pm: **Registration for Session Three**

1.30pm-3.00pm: **Session Three**

3.00pm: **DISMISSAL**

These assessments will be used to assess whether your child is making expected progress and are an important opportunity to prepare for formal exams at the end of this year. Please do support your child with organising their revision to give them the greatest chance of success in these assessments.

Thank you for your ongoing support.

Yours faithfully,

Ms E Connolly
Lead Deputy Headteacher – Quality of Education

