RUPERT HOUSE

13th November 2026

Dear Parents,

We are pleased to let you know that the Spring Term club grid is now available on the portal, and requests are open.

Please read the following information carefully before submitting your choices.

Submitting your requests

All club requests must be submitted through the portal. Please note that requests sent by email will not be accepted.

The deadline for submitting requests is **11.55pm on 19th November**. Once the deadline has passed, the booking system will close and no further requests can be made during this initial booking period.

How places are allocated

To ensure fairness for all families, club places are allocated through a computer-generated random selection process. Places are not allocated on a first-come, first-served basis, so there is no advantage to submitting your requests early.

Please choose your clubs carefully

If you request a fee-paying club and subsequently withdraw your child, you will remain liable for the cost unless the place can be offered to another family on the waiting list.

Please also avoid selecting two clubs that take place on the same evening in the hope of securing a place in one of them. The system will not identify these as duplicate requests, which could result in you being charged for both clubs and prevent another child from accessing a place.

Final allocations and additional spaces

The lists confirming allocated places will be published on the BBD on **27th November**.

Should any spaces remain available, families will have until **Tuesday 1st December** to request additional places by emailing:

arlette.halfhead@ruperthouse.co.uk

Please note that any additional places offered during this period will be allocated on a first-come, first-served basis, subject to availability.

After 1st December, all club lists will be closed for the Spring Term, and no further changes or additions will be possible.

Thank you for your cooperation and for taking the time to follow the booking process carefully. Your support will help us ensure that club allocations are managed as fairly and smoothly as possible for everyone.

Kind regards,
Arlette Halfhead
Head of Admissions