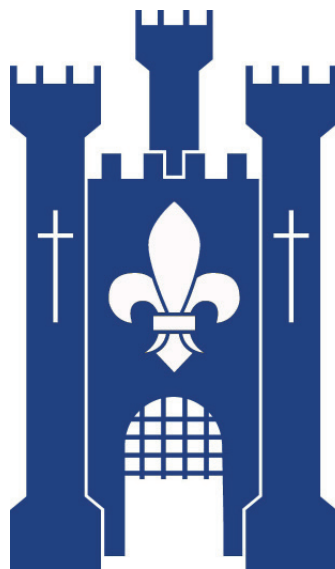


# FACILITY HIRE

Lettings & Services to the Community



*Terms and Conditions*

Conditions of Hire

(Updated June 2023)

The Henry Beaufort School promotes learning, sporting and leisure opportunities for the local community. We have a range of quality facilities, courses and activities for all ages which are at the core of our community mission. The school opens its doors and grounds to community users and it is possible to find a diverse range of activities on offer.

The handbook outlines all terms and conditions to be adhered to when making a booking at The Henry Beaufort School. There are further facility-specific guidelines available per room.

### **Safeguarding Children Statement**

The Henry Beaufort School is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all Community Users to share this commitment. In addition, we will require users who provide a service to children and vulnerable adults to provide us with a copy of their child protection/safeguarding policy, before any booking will be allowed on site; this is in line with the Keeping Children Safe in Education Statutory Guidance issued by the Government.

### **Statement On Equal Opportunity**

The Henry Beaufort School recognises that everyone in the community has a contribution to make to society and that everyone has a right to equal treatment. To that end we aim to ensure that no one within the community to whom we provide a service, or people in our employ, will be discriminated against because of age, gender, class, race, sexuality, marital status or disability. Where this occurs, the Henry Beaufort School commits itself to taking positive action against any discrimination.

## **TERMS & CONDITIONS OF HIRE**

### **In these Conditions**

'School' means the school identified at the head of this document, including the Community Department. 'County Council' or 'HCC' means Hampshire County Council. Conditions includes 'terms'. 'Hirer' means person/group/business making a booking and using the space.

### **Acceptance of Conditions**

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following conditions. Acceptance of the hire agreement is deemed to be acceptance of these conditions. Failure to return signed agreement will result in the booking being withdrawn.

### **Compliance with Conditions**

- The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these terms & conditions.
- The Hirer shall satisfy themselves that the facilities to be hired are suitable for his purposes.
- The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site and there is a risk of short notice cancellations.
- Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability.

## **Statutory Requirements**

- All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer.
- Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority.
- For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.
- No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school and the County Council against any action for breach of copyright.
- The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.
- The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period.
- The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements. Health and Safety Information should be requested from the Community Office.
- Hirers must provide a Risk Assessment, Insurance and a signed copy of Terms and conditions prior to starting any booking. Children must not be allowed to roam unattended on site or run around school buildings. They must be under the supervision of a responsible adult at all times. Children must be accompanied to and from their activity by an appropriate adult.
- No pets and animals allowed on the school site, apart from guidedogs.
- Skateboards or rollerblades are not allowed on the school site.
- It is the hirer's responsibility to ensure parents/guardians are aware of

cancellations. The Henry Beaufort School cannot take responsibility for children left for activities that are not occurring.

- It is the hirers responsibility to provide a Risk Assessment for their activity on the School Site to The Community Manager.
- Hirers responsible must be present at the time of their booking unless they have notified the community office of the person in charge of a particular session.
- Verbal or physical abuse towards staff will not be tolerated and any instances of this will result in immediate request for the whole booking to leave the site and the termination of your booking.
- The member of staff on duty within the site team or the nominated third party provider are responsible out of hours and will decide and inform users if any facility is required to be closed.
- All hirers must follow instructions given by the person on duty.

### **Fabric and Fittings**

- The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way.
- No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited.
- Only authorised persons shall use steps or ladders.
- No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
- The School's furniture (other than chairs in the hired facility) and equipment shall not be moved except by prior arrangement.
- Any alteration or addition to the school's lighting or electrical heating systems is strictly forbidden.
- The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage. Litter must be removed from the facility at the end of the session.
- The Hirer must not bring in any chemicals/cleaning products.
- No school property or equipment including stationery and equipment can be used by the Hirer unless they have obtained prior permission.

## **Hirer's Property**

- Furniture and apparatus required may be brought on to the premises at the Hirer's own risk subject to approval via the Hirers Risk Assessment
- The Hirer shall not bring on to the premises, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.
- All electrical equipment must have a valid PAT certificate or be under one year old.
- The Hirer is responsible for the safeguarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items.
- Any vehicles parked or left on the site are done so at the owner's risk. The School does not accept any liability for any damage caused to The Hirer/ participants or visitors vehicles.

## **Hirer's Insurance**

- The Hirer shall indemnify the establishment and Hampshire County Council against all claims for damages, compensation and/or costs in respect of:
  - Bodily injury or illness to Third Parties, and/or
  - Damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.
- The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of Hampshire County Council.
- The Hirer must have their own (£5m minimum) insurance to cover themselves against claims for personal injury or damage to/loss of property or any negligent act by persons running the activity, their servants or agents whilst on school property.

## Cancellation by the Hirer

The Hirer must give at least four weeks' notice of cancellation or termination of a hire to the Community Office acting for the Governors. In exceptional circumstance (e.g. illness) cancellation can be made at short notice. If any shorter period of notice is given, the Governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

## Refusal of Hire by the School

The Governors /Senior Leadership Team (SLT) may refuse an application to hire the premises if:

- The premises are required by the School.
- There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
- For any other reason the Governors or Senior Leadership Team (SLT) deem it necessary or expedient to refuse the application.
- No compensation shall be payable by the Governors by reason of such a decision.

## Cancellation by the School

The School reserve the right to cancel any hiring without notice if:

- a. The accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- b. The Hirer has failed to disclose material information concerning the proposed hiring, or
- c. There are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (a), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (b) and (c), any refund of hiring fees shall be at the discretion of the School. **Please be aware that the Sports Hall in particular is unavailable during exam periods every year.** Apart from exceptional circumstances, the Governors will endeavour to give at least two weeks' notice to the Hirer, should it become necessary to cancel or postpone a letting.

## **Payment of Charges**

The Hirer shall pay the hiring fees, including any deposit, at the rates and times as indicated:

- The Hirer acknowledges that in the event that the Hirer cancels the hiring there maybe a cancellation fee payable calculated in line with the cancellation policy and any refund of monies already paid will be at the discretion of the School.
- Booking is made via SchoolHire booking system.
- The Hirer is responsible for prompt payment of charges prior to the hire taking place. \*The Governors can withdraw permission to use facilities as soon as the hirer moves into ar-rears, providing the hirer has been given a minimum of one month's notice.
- The Hirer with a poor payment record maybe invoiced more frequently or in advance.
- The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred, as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.

\*Please read 'Suspending Community Use' page 17



## **Gymnasium/Sports Hall**

- Only suitable footwear should be worn in the gym or sports hall.
- Hirers will not be allowed to use any of the Schools equipment.
- No additional marks shall be made to the sports pitch or hard-court areas by the hirer.
- For safety reasons this condition also applies to other activities with young people.

For further guidance the hirer should consult the regulations described in the Hampshire County Council document 'Safety in Physical Education' This can be obtained via the following link:

<https://www.hants.gov.uk/educationandlearning/oe-pe-dofe/pe-school-sport/advice-regulations-guidance>

## **Grass Sports Pitches & Hard Court Multi-Use Games Areas**

- These facilities should be used for their intended purposes only i.e. participation in formal and informal play and sport.
- The grass sports pitches and hard-court multi-use games areas shall be hired, together with access to toilets at the School. The Hirer shall not have any access to any other parts of the School.
- The grass sports pitch shall be marked out for that sport and the hard-court multi-use games area may have indicative markings for sports like netball, basketball, tennis and small-sided football. No additional marks shall be made to the sports pitch or hard-court areas by the hirer.
- The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands.
- Litter must be removed from the facility at the end of the hire session.
- Please collect any leftover belongings from your session. Any left items cannot be kept by the Community Office for any longer than 1 school week.

## **Artificial Grass Pitch (AGP)**

- Due to the high demand for the AGP, priority will be given to continuing hirers and those requiring an annual (48 week) agreement of weekly bookings which are continuous over the hired period excluding 2 weeks at Christmas and 2 weeks during the summer holidays.
- The Hirer must ensure all players, coaches and match officials follow the appropriate 'Respect Code of Conduct' FA guidelines. The Hirer must ensure that all coaches have relevant qualifications, DBS checks and affiliations to the relevant sporting bodies, e.g. The Football Association. The Community Department will require you to confirm this.
- The Hirer is asked to be respectful of neighbouring residential properties and to keep loud shouting and use of whistles to a minimum. They are asked to be respectful when leaving the site and refrain from shouting and tooting car horns and making any disturbance that may impact neighbouring properties. All drivers are requested to adhere to the road conditions and speed limit. The Hirer will be informed if any complaints are received about specific behaviour or noise levels. If it is not possible to resolve these complaints to a mutually acceptable outcome, the Community Office reserves the right to terminate the AGP hire agreement.
- Appropriate footwear must be worn which is trainers or plastic moulded football boots (no metal studs). All mud must be removed prior to going onto the pitch and every effort made to remove rubber crumb when exiting the pitch.
- In the event of an emergency on the AGP access will be via the bottom gates. Please notify the person on duty to ensure gates are opened.

**All users of the AGP must respect and adhere to the 'No cross contamination' of grass pitch to AGP.**

*No grass pitch hire will be permitted in conjunction with the AGP, unless players are completely separate users.*

- There is a disabled toilet on the pitch side. No other access to school facilities will be allowed.
- Any equipment moved during the hire must be returned to its original place by the end of the hire period. Litter must be removed from the facility at the end of the hire session.

- **Floodlights switch on at 5pm. If there is a problem with the lighting please notify the person on duty. Floodlights will start to go off at 21.15. This is a condition of the planning approval and respect for neighbouring properties. The pitch must be totally vacated by 21.30.**
- Any footballs lost over the perimeter fence should be retrieved before the end of the hire period. Please contact the caretaker on duty by using the bell outside reception. The person will then open the appropriate access gate allowing safe retrieval. If it is not safe or possible to retrieve a ball the Community Office must be informed.
- Do not climb the fence.

*All weather sports surfaces are designed and installed to exacting standards. In order to maintain the performance of this surface it is essential that the following rules of use are observed:*

- **Do not wear spiked, studded or bladed footwear**
- **Clean all footwear before using the surface**
- **Move equipment carefully without dragging it over the surface**
- **Ensure equipment is safely secured before use**
- **Do not consume food or drink (other than water) upon the surface**
- **Do not deposit chewing gum**
- **Do not smoke**
- **Do not vape**
- **No pets and animals allowed upon the surface apart from guidedogs**
- **No cycles, skateboards or rollerblades are to be used upon the surface**
- **Report any dirt, debris or damage found to staff**
- **No spectators are allowed on site**
- **Parents / carers are requested to escort their child to their activity and then leave the site until they have to collect them.**
- **Representative of the hirer / the hirers must be in attendance for the duration of the booking.**

## **Additional Terms & Conditions of Hire**

- Community access to the school is agreed by advance booking and times must be adhered to. Normal community hours for hiring are weekdays 17:00 to 21:30, Saturdays 8.30 to 15.30. Closed all day Sundays.
- The Community Department runs its booking calendar with the academic year, i.e. September 2023 to August 2024. It is the hirer's responsibility to book facilities. There is no automatic renewal of bookings from one year to the next. A maximum of one year can be booked at one time.
- Bookings for the Artificial Grass Pitch (AGP) are made by hour or half hour which must include 5 minutes at the end of each booking period to vacate the pitch so the next user can gain access promptly. i.e. a booking from 18.15 to 19.15 includes 55 minutes of play and 5 minutes to leave the pitch at the end of the booking.
- All other facilities can be booked in 15 minute slots. You must have vacated the facility by the end time on your booking. If you require extra time to set up/clear up, the booking period must reflect this. i.e. one hours dance lesson, set up and clear up - total 15 minutes. Booking must therefore be made and charged for 1 hour 15 minutes.
- The Hirer must ensure they are not on site more than 10 minutes before the hire period begins and must vacate the site no later than 10 minutes after their booking ends.
- **Please note that changes are sometimes made to the school calendar during the academic year which may affect community bookings.**
- If there are several requests for the same time slots/days/ facilities priority will be given to existing users, however as a Community School it is our policy to ensure that all members of the community, groups and teams have the opportunity to use our facilities, therefore, we reserve the right to distribute slots, facilities and days as we see fair.

- All lost property should be given to the person on duty. It will be kept for no longer than one school week.
- Any defects or problems with the pitch or school equipment or property must be reported in the first instance to the person on duty and in writing or email to the Community Office [community@beaufort.hants.sch.uk](mailto:community@beaufort.hants.sch.uk) the day of the booking.
- All accidents on site must be reported to the Community Office or person on duty the day this happens.
- A bell to contact the on-duty officer is located outside the school's reception. In emergencies the School Bursar can be contacted on mobile number 07790 414748. This number is to be used only in an emergency and while the Hirer is on school property.
- It is the Hirer's responsibility to ensure they keep informed of school closures and to notify their participants/helpers etc. School closures due to adverse weather or unforeseen circumstances will be posted on The Henry Beaufort website ([www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk)).
- In the unlikely event that no booking confirmation has been received by the Hirer, it is then the Hirer's responsibility to ensure that the booking has been agreed by contacting the Community Department. They should not turn up on site without confirmation.
- The Governing Body and its agents reserve the right of access to the premises during the letting.
- The Hirer may not assign or sub-let the hire of the School or AGP. If this occurs the hirers booking will be cancelled permanently with immediate effect from the date of the offence.
- The Governors reserve the right to exclude individuals or companies that it considers undesirable or inappropriate.
- The Governors reserve the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition.
- If the Governors representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the

representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the hire charge.

- In no circumstances shall alcoholic drinks be available at any function.
- The Hirer must not do or allow anything that causes a nuisance or annoyance, disturbance, inconvenience, injury or damage to the School, or other users of the School or neighbouring premises.
- The School reserves the right to require sight of a Temporary Event Notice prior to the letting.
- No Gambling on site unless specific permission has been granted by the Governors. The whole school site and buildings are NON-SMOKING including vaping.
- In order to safeguard users of our facilities, no unauthorised photography or videos are allowed during the booking no dash cam, camera, any other photographic equipment or drones are allowed on site without prior consent from The Community Office.
- No pets and animals allowed on site apart from guidedogs.
- Cycles, skateboards or rollerblades are not permitted in and around the school site. if used to commute to the school please dismount and secure / carry onto the school site.
- There will be a review of charges on an annual basis.
- Parents/carers of children under 10 years old (aged 9 and below), using the AGP, are permitted to stay on site at the AGP only, parents of children aged 10 and above are, and users of all other facilities, are not permitted to wait on the school site and should be asked to return at the end of the activity to collect their child.

### **Hampshire County Council Details of Insurance Cover are available on request**

In accordance with the terms of hire it is customary to require persons/ organisations to accept responsibility for damage to the premises and its equipment and for the Third-Party claims involving injury to persons and / or damage to property.

## **A) INJURY TO PERSONS OR PROPERTY**

1. The Hirer shall indemnify the school and Hampshire County Council against all claims for damages, compensation and / or costs in respect of: (i) bodily injury or illness to Third Parties, including the County Council's servants and agents and / or (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.
2. The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of £10 million for commercial hirings except where otherwise agreed £5 million for non-commercial hirings.

## **B) DAMAGE TO PREMISES AND EQUIPMENT**

1. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School and/or Hampshire County Council, except when loss or damage to the premises or contents are as a result of the negligence of the School or Hampshire County Council.
2. The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of £10 million for commercial hirings except where otherwise agreed £5 million for non-commercial hirings

The Hirer must produce evidence that the required insurance cover is in place as per terms and conditions of hire – please see page 13.

## **NON-COMMERCIAL HIRERS**

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £5 million (the lowest limit acceptable for use of Hampshire County Council premises) the County Council has arranged for their Public Liability policy to be extended, and non-commercial hirers who cannot produce evidence of Public Liability insurance, must as a condition of the proposed hiring, take out the Hirer's Insurance organised by Hampshire County Council, (provided they do not fall within the definition of the exclusions listed below).

**HAMPSHIRE COUNTY COUNCIL – ON BEHALF OF NONCOMMERCIAL  
INDIVIDUALS AND ORGANISATIONS HIRING COUNTY COUNCIL  
SCHOOLS, COMMUNITY COLLEGES, EDUCATION CENTRES AND OTHER  
HAMPSHIRE COUNTY COUNCIL PROPERTIES**



## Suspending Community Use

The Bursar is authorised by the Resources Committee of the Governing Body of The Henry Beaufort School to suspend the right to use the school site from any user group or individual, with immediate effect, on the following grounds:

- Causing intentional damage to the school, its equipment or any personal belongings of other users;
- Violent, threatening or abusive behaviour to a member of staff, tutor, helper, volunteer or any other user in person, by phone or email
- Theft of any property belonging to the school or other user;
- Disruptive behaviour which interferes with the activities of others;
- Behaviour which puts at risk the health, safety or well-being of others;
- Behaviour which is deemed to be offensive or results in complaints from others;
- Refusal to follow reasonable directions from a member of the school's staff, or a course tutor;
- **Non-payment of charges;**
- Any behaviour which is considered inappropriate to the smooth and efficient operation of the school or the community use of the school;
- Failure to provide evidence of enhanced Disclosure and Barring Services (DBS) and relevant qualifications.

The Bursar is also authorised by the Resources Committee to suspend use, if previous warnings about the organisation and conduct of activities have not raised the quality of service to users to an acceptable level.

The user group can appeal in writing with any further information for consideration by the Resource Committee if they do not accept the suspension.

If the Bursar's decision is upheld, the Chair of Governors will write to the user to confirm the suspension, giving a reason or reasons for the suspension and to give the user 28 days to lodge a written appeal to the chair of the Governing Body if they wish to do so.

If an appeal is received, the Chair of Governors will convene a meeting of an appeals sub-committee to reconsider the suspension. The membership will be the Chair of Governors, and two untainted Governors. The result of the appeal will be sent in writing to the suspended user within five working days following the



meeting of the appeals sub-committee. The decision of the appeal sub-committee will be final.

## **Child Protection Policy and Guidelines**

A copy of the Hampshire Safeguarding Guidelines and procedures can be downloaded from the Hampshire Safeguarding Children Partnership website by using the following link:

<https://www.hampshirescp.org.uk/procedures/local-procedures/>

## **Complaints**

Please note complaints regarding community facilities should be addressed in the first instance to the Community Manager. If it is a complaint about the provider who uses the school's facilities, then this must be addressed to the provider through their complaints procedure.

Please see website [www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk) to view a copy of the full complaint's procedure. For those who cannot access this please contact the community office for a copy.

A copy of the complaints form can be found on the following pages.



The HENRY  
BEAUFORT School

## Complaints Procedure

### Complaint Form

Please complete and return to the Headteacher or Headteacher's PA / Clerk to Governors/  
Community Manager\* *[delete as appropriate]* who will acknowledge receipt and explain what  
action will be taken.

Your name:
Student's name (if relevant):
Your relationship to the student (if relevant):
Address:  Postcode: Day time telephone number: Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it.

<sup>1</sup> Exceptions to this time frame may be considered



What actions do you feel might resolve the problem at this stage?
Are you attaching any paperwork? If so, please give details.
Signature:
Date:
Official use
Date acknowledgement sent:
By who:
Complaint referred to:
Date:

<sup>4</sup> Exceptions to this time frame may be considered

## **Evacuation Procedure for Fire and Emergency**

All Hirers must ensure they familiarise themselves with the Fire Emergency Procedures and know where the Fire Exits are in the facility they occupy.

- On finding a fire, sound the alarm at the nearest fire alarm point. Fire alarms are located at all entry doors to buildings.
- The warning for evacuation is a continuous ringing of the bell; or the hand bell in the event of failure of the electrical supply.
- On hearing the fire alarm the group leader must ensure that everyone leaves the room by the most suitable route and makes their way in a calm and orderly manner to the ASSEMBLY POINT. Please follow the designated fire exit route displayed in your hired venue.
- The group leader must take a register or check their list to ensure that everyone is accounted for.
- All bags and personal belongings should be left in rooms. Room doors and external doors should be closed as soon as possible. Windows should be closed if this can be done without undue delay.
- The group leader must report to the staff on duty that everyone in their group is accounted for, or if anyone is missing.

### **ASSEMBLY POINT**


**All Community users must assemble at the  
LOWER PLAYCOURT**

**(See map page 21)**

**No person may re-enter the buildings  
until told by the caretaker that it is  
safe to do so.**

Please ensure you make all coaches / attendees aware of the evacuation procedure and assembly point ahead of any booking.

# SCHOOL SITE MAP

 Out of bounds before school, break and lunch



## **The HENRY BEAUFORT School Contact Details Community Office**

**01962 888970**  
**9:00 to 14.30 Monday - Friday**  
**community@beaufort.hants.sch.uk**

**After school hours staff on duty can be contacted by using the bell  
situated on the wall outside the school reception.**

**Please ring once only - if no response within five minutes  
please ring again.**

*NB: if staff are dealing with another hirer there may be a long delay in  
responding to your call*

**For emergencies only while you are on school premises please call  
Mobile: 07790 414748**

**The Henry Beaufort School  
Priors Dean Road  
Harestock  
Winchester  
Hants SO22 6JJ  
01962 880073  
community@beaufort.hants.sch.uk  
www.beaufort.hants.sch.uk**