



The HENRY BEAUFORT *School*

At The Henry Beaufort School there are no limitations to individual success; we do not accept mediocrity or complacency
www.beaufort.hants.sch.uk

East Woodhay Road
Harestock
Winchester
Hants SO22 6JJ
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Fax: 01962 883667
admin@beaufort.hants.sch.uk

Headteacher: Miss S Hearle

14 November 2016

Finance Office/School Shop Opening Hours

Dear Parents

Please can you disregard the ParentMail sent yesterday as the days were incorrectly stated.

Due to staffing changes within the Finance Department, [we have made](#) amendments to the Finance Office/School Shop opening hours.

From 1st December 2016, opening hours will be:

- | | | |
|------------|--------------------------------------|----------------------------|
| • Students | Tuesdays & Thursdays only | break & lunchtime only |
| • Parents | Tuesdays & Thursdays only | between 09.30 – 13.30 only |

At all other times, parents are requested to either contact the Finance Department by phone, or by emailing finance@staff.beaufort.hants.sch.uk

Yours sincerely

Mrs Payne
Office Manager