



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## Archives Policy

### Access

The Keeper of the Archives welcomes enquiries, requests and visits from the School and wider communities, subject to the points below.

#### Requests for Archival Searches and Information

- These MUST be submitted in writing to the Keeper of the Archives.
- Telephone requests and messages will not be processed.
- No more than 30 minutes will be spent on dealing with any one request.

#### Visits to View Archival Material

- Visits MUST be pre-arranged, in writing: off-chance callers will only be admitted in exceptional circumstances. Proof of identity may be requested.
- Requests to view sensitive or recent material may be turned down or referred to the relevant School authorities
- Permission to view material will be subject to all statutory rulings regarding its perusal, copying and dissemination.
- Visitors must agree to all rules and conditions laid down by the Archives and School Library both generally and regarding the handling of the material they want to view.

#### Copies of Archival Material

- The School will make copies of paper documents (not images) on request, if this is not counter to any copyright or other legislation, dependent on the condition of the originals and the number of copies required: the usual maximum limit is ten pages.

### Accessions

1. Accessions to the School Archives are made in accordance with the Mission Statement and Aims, as approved by the School Governors. These are given below:

#### Archives Mission Statement

Hampton School dates its foundation to 1557 when, thanks to a bequest by Robert Hammond, a prominent local businessman, provision was made for the instruction of local children by the Vicar of St Mary's, Hampton upon Thames. Although now mainly secular in its operations, the School maintains formal links with St Mary's and the Vicar is *ex officio* one of the School's Governors. The School Archives are the guardian of its collective memory.

Date updated	January 2018	Date ratified by Governors	March 2018
Date for next review	January 2020	Reason for review	Biennial Review

## **Aims**

The Archives aim to preserve and develop, to the best possible professional standards, a collection of material relating to the history of Hampton School both as a separate institution and in relation to education generally, and to the School's position within the local community. Their aim in so doing is to support its immediate educational, cultural and charitable objects and increasingly to become a repository of evidence and information valuable to professional and private researchers alike.

2. In fulfilling these aims, the Archives preserve (copies of):
  - early documents relating to the School's foundation and history
  - minutes of meetings relating to the School's governance
  - records and plans of School building projects
  - records of past staff and pupils
  - records of academic performance (e.g. prize lists, public examination results)
  - records of co-curricular/sporting activities
  - School Inspection reports
  - School publications
  - photographs of school events
  - news cuttings relating to the School
3. The Archives also collect:
  - minutes of the Old Hamptonians' Society
  - ephemera relating to the School and its activities (e.g. items of past uniform)
  - past photographs of the school and its members
4. The Archives does not normally collect:
  - documents or items relating to individuals simply because they attended or were associated with the School
  - material of local interest but irrelevant to the Aims, as stated above
5. The Archives are happy to receive material given to them (along with full legal and copyright rights) if it is in keeping with their Aims, as stated, and does not duplicate existing holdings. They may occasionally purchase material. They will not accept loans. In declining material, they may suggest an alternative repository. All potential donors must write to the Keeper of the Archives in advance of sending or delivering possible material.