



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## Archives Policy

### 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.

### Aims

The Archive aims to support its designated audience<sup>1</sup> and its educational, cultural and charitable assets and to maintain its role as a source of evidence and information for professional and private research. Recent advances in the Archive have allowed us to preserve both analogue and digital records.

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

The Archive is happy to welcome records from individuals outside of the organisation, if they fall under the aforementioned list as gifts and with full copyright only.

### The Archives will accept:

- minutes of the Old Hamptonians' Society
- ephemera relating to the School and its activities (e.g. items of past uniform)

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<sup>1</sup> Old Hamptonians, current students and Hampton School Alumni Team.

Date updated	October 2020	Date ratified by Governors	March 2021
Date for next review	October 2022	Reason for review	Biennial Review

- past photographs of the school and its members
- all digital and analogue media and records in-keeping with the above list.
- all recordings of HS performances of good quality and clarity.

#### **The Archives will not accept:**

- documents relating to individuals who attended/ became associated with the School
- material of local interest with no connection to the School.

### **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.
- Requests made via telephone/message will not be processed.
- The archive service requested should be completed within 30 minutes (realistically).

#### **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 and you will be required to sign in at reception for safeguarding purposes.
- Requests to view sensitive or recent material may be denied 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 maximum limit is ten pages.
- The School will make copies of digital records including images, if this is not counter to any copyright or other legislation. The maximum limit is again 10 pages.
- In both instances the individual will be required to fill out a form.

### **Accessions**

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

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.