



Archives Policy

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Date for next review	November 2024	Reason for review	Biennial Review

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 audience¹ 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 the School 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)
- 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.

¹ Old Hamptonians, current students and Hampton School Alumni Team.

Requests for Archival Searches and Information

- Any request for an archival search or other information but must be submitted in writing via email to alumni@hamptonschool.org.uk

Visits to View Archival Material

- Visits must be pre-arranged in writing via email to alumni@hamptonschool.org.uk; off-chance callers will only be admitted in exceptional circumstances. Visitors must provide proof of identity and they are 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 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.