

Arena in Education



Allison Jefferson, Business Manager,
Durham Trinity School (SEN)

“Within the next year we will be managing all of our documents entirely in electronic format and this will make our move into new premises much easier. Clearing our filing cabinets has already created enough space to accommodate a new staff member.”

mstore was fast and easy to install and it works with our existing IT systems and software, including SIMS. We didn’t need to replace anything and the software is really straight-forward to use. We can save and retrieve files quickly and safeguarding is enforced more easily too. Everyone has their own login details and access rights - so sensitive documents are protected and we can audit user activity if we need to.

Arena is very familiar with the legal obligations surrounding records management in schools and we were confident from the start that they could help us to achieve our goals whilst remaining compliant with all of the rules. The service has been great, we have had no complaints and I have even referred other schools to them.”

“mstore has made the processing of our pupil records much more efficient. We’ve gained valuable time and storage space, we are dealing with less paper and we feel confident that our documents are very secure. The procurement process was made all the easier by the professional approach of the Arena Sales Team and the after sales support has also been first-rate.”

Ian Parnaby, Business & Community
Leader, York High School

Document challenges in education

The challenge for your organisation is to provide high quality education and a great student experience within new budgetary constraints. Education professionals have to respond to constantly changing curriculum demands, differentiate materials to meet the needs of students with diverse needs and create a range of extensive student records.

Over recent years the printing, copying and management of documents has become a major issue for the education sector. This is particularly felt in terms of document archiving and retention schedules, and safeguarding and security of sensitive documents in line with strict legal guidelines.

Storing paper documents where space is scarce and quickly producing paperwork in response to audit requirements and Freedom of Information requests also present problems for many schools.

This has had an enormous impact on your staff time, communication systems and structures, financial and physical resources including space.

In order to achieve ‘best value’ those working in education are looking to make their systems more efficient and cost effective so that more resources can be placed at the ‘heart of teaching and learning’ in the classroom.



“It’s more secure than a filing cabinet – we can lock down the system, giving people permission to view only what they need to see. And every document is backed up so if we had a fire we could retrieve everything.”

*Tina McGuffie, Office Manager
The Grange Comprehensive, Runcorn*



The Arena Group

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How mstore can help

mstore software helps organisations to securely store, share, process and retrieve documents electronically. Just a few examples of how this works in practice;

- **Legal compliance** – Solutions used to store scanned documents should enable a school to comply with **BS10008** in order to help maintain the legal admissibility of those documents. Compliance carries the following requirements:
 - A full audit trail to prove the veracity of a document.
 - A mechanism to prove that the document has not been tampered with.
 - An implemented retention policy.

Once installed, mstore links with existing software and systems including Schools Information Management System (SIMS) and other sector or function specific applications (bespoke or brand packaged) to provide greater legal compliance.

- **Document archiving** – mstore automatically flags documents that have reached the end of their retention period and are due for destruction.
- **Safeguarding** – mstore compartmentalises documents by type and enables you to control user access, ensuring protection and confidentiality of sensitive files in line with legal requirements.
- **Security** – mstore generates audit reports against specific documents and files, enabling you to review user activity and see, for example, who has viewed, shared or modified a document.
- **Protection** – electronic files are backed-up and protected against loss, damage, fire, flood, theft and malicious intent.
- **Integration** – mstore integrates with your existing software and systems, including industry and function specific packages. This makes it quick to install with no disruption to your usual daily operations.
- **Improved efficiency** - Once installed, mstore provides a single secure reference point for all your documents, placing them at your fingertips for retrieval within a few mouse clicks.

Why Arena?

Our business has been built on customer service, we invest heavily in training and have won numerous national awards – **98% of our customers would recommend us.**

We work with hundreds of educational establishments and our aim is always to reduce costs and build efficiencies. We can also help you to be more energy efficient and meet your low carbon targets; just ask us about our Carbon Zero Scheme.

At Arena we believe in giving back to our community, many of our charitable and voluntary activities focus on helping children and young people.



INVESTORS
IN PEOPLE



Microsoft Partner

Gold Application Development
Silver Application Development
Silver Midmarket Solution Provider
Silver Server Platform