



**CASE STUDY:** The Grange Comprehensive  
**SERVICE:** Electronic Document Management  
**KEY FACTS:** A photocopier to a digital solution in five years

The Grange Comprehensive is a mixed comprehensive school based in Runcorn, teaching around 900 pupils aged 11-16. The School implemented Arena's electronic document management system, mstore, to handle their increasing influx of pupil records.

"We've gone from one photocopier to a complete document management system from Arena in five years," says Tina McGuffie, office manager.

"We will be moving to a new site in a couple of years and merging with three primary schools. Space will be really limited, with absolutely no room for archiving. We therefore aim to create a paperless office using Arena Group's electronic document management system."

Every letter, email, and document about a student at the School is now available in mstore, including transferal documents from a student's former primary school.

"It is a really simple system - our admin staff just needed one morning of training on Arena's mstore software. The advantages are we save space and staff don't have to leave their desks to retrieve files - it's all at their fingertips."

Security is also important for Schools, as more and more rules and regulations are being put into place surrounding pupil data.

As Tina states: "mstore is 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."

The School's plan to expand and merge with a nursery, primary, and secondary school means they will be teaching children age 0 to 16.

"We must have an audit trail of all documents. I decided we should aim for a paperless office in two years so I went to Mike Wallington, Arena's sales contact for The Grange, and said 'here's what I want to do, can you do some research for me and let me know what I need?'"

"Although we've only had the system for a few months I'm already getting great feedback. Our admin staff are saving time as they can retrieve files at the click of a mouse and teachers are pleased with the feature that links directly to SIMS. Our head of school even wants to look at using the system for his own documents."



Arena are so amenable and helpful. I give them a problem, they go away and do their research and present me with a solution.

Tina McGuffie, Office Manager