



## **EDMS Case Study Goldwyn Community Special School**

### **Summary**

Goldwyn School was having difficulties storing & retrieving the increasing volumes of paperwork. The Head Teacher was looking for a solution that would ease the problems faced by staff with mounting quantities of paper reports.

### **About the client**

Goldwyn is a well respected Special School in Ashford, Kent. It provides high quality education for pupils with special learning needs. The School has a positive Value Added score, and the latest OFSTED inspection report commends the school on its improving GCSE record.

### **The Problem**

Pupils' work, behaviours, activities and achievements are closely monitored, and this can generate 10 reports per day per pupil. An individual pupil record can grow rapidly to a substantial file. Records are maintained on daily, weekly and monthly behaviour sheets. In addition, there is a need for more efficient maintenance of full pupil files, photos, etc.

Compliance with both the Data Protection Act and the Freedom of Information Act demands that information is properly protected, secure from inappropriate disclosure, yet easily and rapidly available to authorised users.

### **The Solution**

Goldwyn School has installed a network version of File Stream Document Management with a Panasonic KVS2026C scanner in the Staff Room. Staff members scan reports & other documents into File Stream Document Management on a daily basis, and these are immediately indexed to the appropriate pupil.

### **The Benefits**

Lisa Collinson, Head of IT, considers the following as the main benefits of installing the File Stream Document Management system: -

- Considerable space has been saved because fewer filing cabinets are required.
- Pupil records are more efficiently stored and can be retrieved easily.
- All members of staff have access to the records simultaneously, instead of having to track down paper files that might be in another staff member's hands.
- Paper records that were previously vulnerable to fire, flood or other disaster are now electronically backed up and safe from physical loss.

The next stage of the implementation will cover school personnel records, staff addresses, purchase orders, etc.