Our Ref: EL/LMS Doc 2024-04 MIS

Date: 10 September 2024

Enquiries to: Emma Laflin

Tel: 01473 263940

Email: emma.laflin@suffolk.gov.uk

**To: Headteachers, Business Managers / Bursars and**

 **Chairs of Governors of all Maintained Schools**



**LMS Document**

**No. 2024/04**

Dear Colleague

**Maintained schools – Migration to the new Arbor Management Information System (MIS) March 2025**

As you will be aware, the local authority are transferring its MIS and Finance systems from ESS SIMS and FMS to Arbor by the end of March 2025. We have asked schools to confirm that they are transferring to Arbor as part of the local authority’s migration. Thank you to all of you that have indicated your intention either way.

If you are seeking an alternative MIS or Finance application to Arbor, some considerations have been outlined below:

* Schools would be responsible for ensuring the finance data meets the requirements as set out by the LA to enable import and export from SCC Oracle (the LAs General Ledger).
* There is likely to be additional workload for school staff to ensure that the data meets all of SCC requirements for statutory reporting.
* The Schools Accountancy Team would no longer support with ongoing errors and queries for any other finance application schools may use.
* The census helpline will not be available for resolutions to errors and queries (after 31st March 2025) within your chosen MIS.
* Schools will be expected to correct any issues raised by the schools IT team within the chosen MIS system, to prevent reoccurring issues within the census returns.
* Schools will need to resolve and fix both IT queries and technical issues that occur within the chosen MIS system or buy support from a recognised support unit for the chosen MIS. The Schools IT Team will no longer provide this support.

Please could you contact lizzie.winter@suffolk.gov.uk or andrew.brown2@suffolk.gov.uk by 30th September to confirm that you will or will not be transitioning with the local authority to adopt the Arbor MIS and Finance system.

Yours sincerely



Emma Laflin

Head of Organisational Support

Education, Skills and Learning

Children and Young Peoples Services