



Preparation and Planning (January 2024)

Establish a Committee or Task Force: Form a diverse group including administrators, teachers, students, parents, and community members to ensure a broad perspective.

Gather Information: Conduct surveys, interviews, and focus groups to understand school and community partners' perspectives, aspirations, and values related to education.

Analysis and Reflection (January 2024)

Review Existing Statements: Evaluate the current vision and mission statements, if any, to understand what has been successful and what needs improvement.

Identify Strengths and Challenges: Assess the school's strengths, weaknesses, opportunities, and threats (SWOT analysis) to identify areas for improvement and growth.

Vision Development (February 2024)

Envision the Future: Encourage brainstorming sessions to imagine the ideal future for the school. What are the key elements of success? How will the school impact students and the community?

Draft the Vision Statement: Based on the insights gathered, craft a concise and inspiring statement that outlines the school's aspirations and long-term goals.



Mission Crafting (August-September 2024)

Define the Purpose: Define the school's fundamental purpose, including its core values, educational philosophy, and the unique contributions it aims to make.

Write the Mission Statement: Create a succinct, action-oriented statement that describes the school's primary objectives, target audience, and methods for achieving the vision.

Refinement and Validation (September-October 2024)

Feedback and Iteration: Share the draft vision and mission statements with school and community partners for feedback. Revise based on the input received to ensure inclusivity and alignment.

Finalize the Statements: Consolidate the feedback and make final adjustments to the vision and mission statements, ensuring they reflect the collective values and aspirations of the school community.

Implementation and Communication (November-December 2024)

Adoption and Integration: Integrate the new vision and mission statements into the school's culture, curriculum, policies, and practices.

Communication and Engagement: Communicate the new statements widely to students, staff, parents, and the broader community through various channels, emphasizing the school's commitment to the shared vision and mission.



Evaluation and Reflection (Winter-Spring 2025)

Regular Review: Schedule periodic assessments to ensure the school's activities align with the established vision and mission. Make adjustments as needed to stay relevant and effective.

Celebrate Milestones: Recognize and celebrate achievements that align with the vision and mission, reinforcing their importance within the school community.