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The National Institute for Engineering & Managerial Science Co.



Vision & Mission Policies and Procedures



Oxford Schools

❖ Introduction;

- Oxford school's vision and mission are established through a process which involves stakeholders from across the school system and throughout the community. Oxford Schools reviews its vision and mission on an annual basis in an effort to maintain a positive, proactive and natural adaptability within our school system. This document introduces the systematic process for the periodic review and revision of the school's vision and mission and their implementation into all facets of school functioning.

1. Vision and Mission Policies;

– Definition 1:

- A vision statement (Purpose) describes what our school will look like in the future. It is an inspirational description of present conditions and where the organization is going tomorrow. It answers the question, "Where do we aim to be?"

– Definition 2:

- A mission statement (Direction) talks about how we will get where we want to be by defining the purpose and the primary objectives. It answers the question, "How will we achieve our vision?"

– Policies:

- A. The school vision and mission statement is a three-year process that shapes the school's future and drives the school, staff and students to succeed. Oxford Schools reviews its vision and mission on an annual basis.
- B. The process has three main stages: Revision, Creation and Implementation.
- C. The process is governed by: Steering committee, Standard1 and SIT committee.
- D. All stakeholders should be involved in the process.
- E. The **vision statement** should have the following characteristics:
 - Based on a long-term view of the school and hence it provides safety, continuity and stability.
 - The vision should motivate all stakeholders.
 - Understood and shared by all members and stakeholders.
 - Easy to communicate.
 - It answers the question, "Where do we aim to be?"
- F. The **mission statement** should have the following characteristics:
 - Concise and Inclusive, although not as short a phrase as a vision statement, a mission statement should still get its point across in one sentence.
 - Provides direction for doing the right things.

- Inspires the school's commitment.
- Says what, in the end, we want to be remembered for.
- Understood and shared by all members and stakeholders.
- Easy to communicate.

2. Vision and Mission Process:

- The school vision and mission is a three-year process that shapes our schools future and drives our school, staff and students to succeed. The process has three main stages as below:
 - **Stage1:** Revision
 - **Stage2:** Creation
 - **Stage3:** Implementation

Figure 1: The Figure shows the relationships between the vision, mission, goals and strategies of the school. Also it shows that vision and mission are in the higher level.

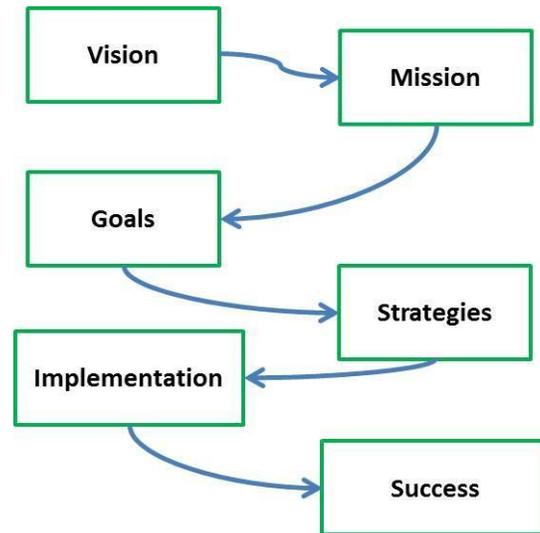


Figure 2: below shows the systematic process (as three stages) that shows the periodic review and revision of the school's vision and mission.

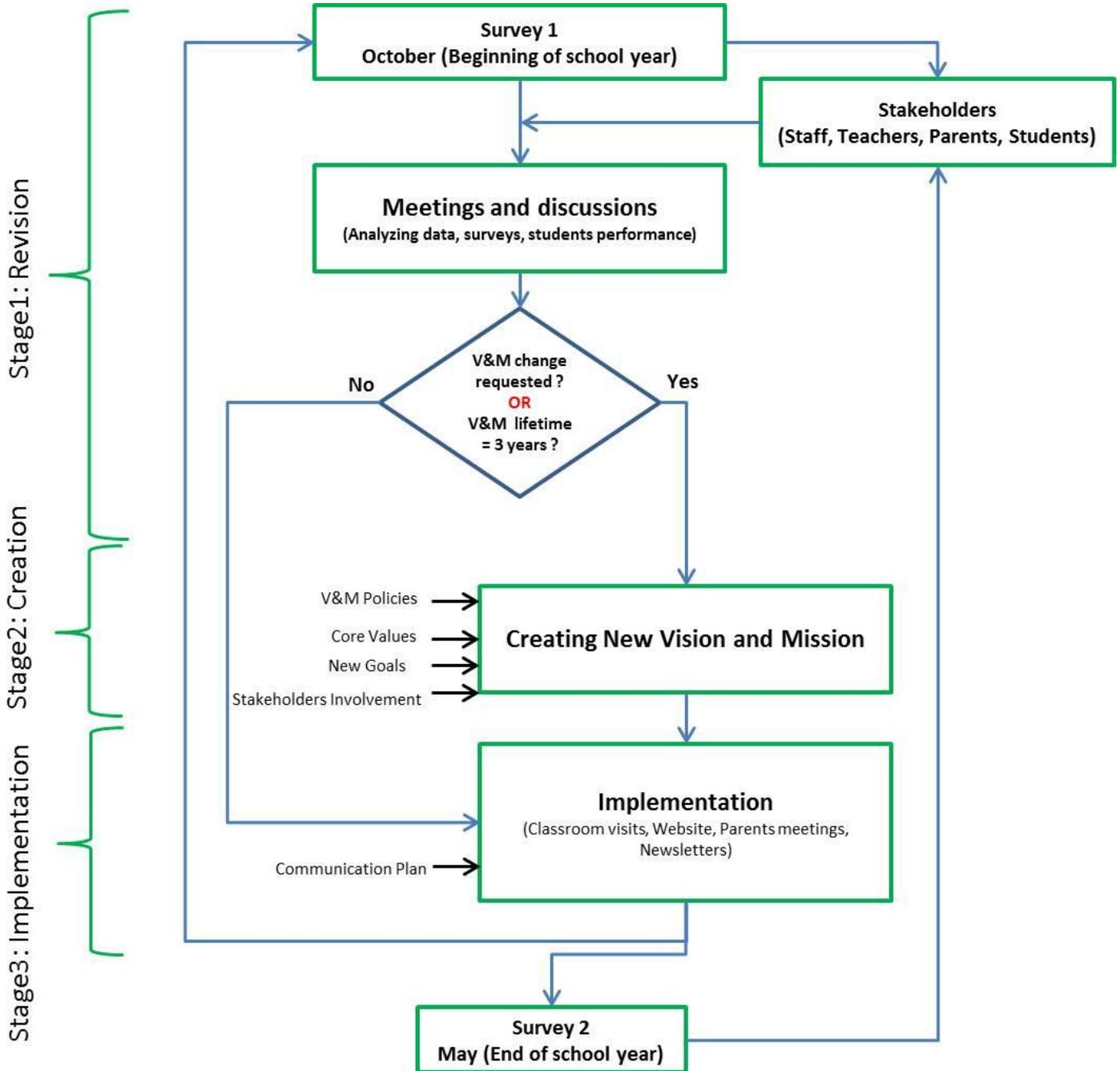


Figure 2: Overview of the systematic Vision and Mission Process

3. Vision and Mission Procedures:

- This section shows the step by step instructions that implement the vision and mission development process.
- Before getting started in developing new vision and mission we need to:
 - Identify a vision & mission design team (Steering committee, Standard1 and SIT Committee, at least one representative from each department).
 - If the school already has existing vision and mission statements, bring those to the table when creating the new school vision and mission statements.
 - Mission and vision design team should review school data that identifies areas that need improvement. These data might include: students performance, attendance data, student achievement data, etc.
 - Design a plan to involve all stakeholders in providing feedback for the revision of the vision and mission statements.
- **Steps for Creating a Vision Statement:**
 - Step1:** Before starting the vision and mission creation process, engage the design team in a conversation or activity in order to explore the core values and the educational beliefs.
 - Step2:** Clarify the function of vision and mission statements by review the existing vision / mission statements.
 - Step3:** The design team should break into small groups to discuss what they truly want from their students and school.
 - Small groups discuss the following questions:**
 - What kind of school do we hope to be?
 - What should be reflected in our vision statement?
 - What do we need to do differently to achieve this vision?
 - How are we different from other schools? What unique opportunities do we offer?
 - Step4:** Review the existing vision statement and other documents that describe the School's vision, also review the goals and objectives.
 - Step5:** The vision design team is going to draft a vision statement; there might be more than one draft as well as preparing surveys for the stakeholders to get them involved in the creation process.
 - Step6:** Start the implementation process.

– **Steps for Creating a Mission Statement:**

Step1: Review purpose of a mission statement: this is how the school will work together to achieve the vision. Discuss the essential practices that the school staff will prioritize in working toward their vision.

Step2: Examine the school's previous mission statement.

Step3: The design team is going to draft a mission statement. Post the vision statement and review the relationship of the mission and vision statements.

Step4: Preparing the design team leaders to present the draft mission and vision statements.

Step5: Bring the feedback and questions / survey results from the stakeholders.

Step6: Start the implementation process.

Reference:

How to Help Your School Thrive Without Breaking the Bank by
John G. Gabriel and Paul C. Farmer
Chapter 2: Developing a Vision and a Mission