



Annexure

IMPORTANT GUIDELINES

School Mission Statement is a Mandatory Requirement

Note: Schools should upload their Mission Statement on the homepage of their school's website on or before the first week of June 2016.

A Mission Statement is a statement of a school's core purpose to be achieved within a specified time duration. The statement should be meaningful, memorable and inspiring. It also has to be realistic and concrete, although the mission may be accomplished within a short or longer time duration. A **Mission Statement** can even be changed according to the emerging demands of the society. Above all, the statement declares the practical commitment and actions that a school believes are necessary to achieve its vision.

Rationale to have a Mission Statement for the School:

School is a place where all concerned work together to achieve the goal of preparing students in view of the needs of the society and nation as a whole. Every school functions in its own context with its set goal and target. A mission statement for the school will help school administrations, teachers, parents, students and community members to have a common understanding of the purpose and outcome of their efforts for the school.

Process of developing a Mission Statement:

- a. The mission to be achieved by the school demands the collective effort of the teachers and should be developed in consultation with them.
- b. The School Head should convene a meeting of the school's stakeholders and take up certain issues to raise awareness about their roles in the school, such as:
 - i. Who they are
 - ii. What they value
 - iii. The future goals for the school

Their responses will help to develop a **realistic** mission statement.

- c. Students and teachers are invited to suggest mission statements for the school or conduct a competition for students to select a realistic and creative mission statement.

- d. The following needs to be kept in mind while finalising the statement. It should:
- Be simple.
 - Reflect values that the school represents for society.
 - Be in a language which is understood by its students, teachers and the community
 - Be expressed clearly and concisely.
- e. The school will upload its Mission Statement on the following link during the specified week:

<http://49.50.72.128/mission/home.php>

Note: The process of identification and finalisation of the Mission Statement will be undertaken by the schools from their own resources. The **suggested timeline** may be adhered to facilitate the process:

No.	Process	Timeline
1	Selecting or identifying a Mission Statement for the school, through interactive consultations with stakeholders, competition for students, staff interaction etc.	April 2nd week, 2016
2	Sharing the draft statements with stakeholders to get further suggestions.	April 3rd week, 2016
3	Uploading the final Mission Statement on the given link. http://49.50.72.128/mission/home.php	April 4th week, 2016
4	It needs to be painted on the wall of the school / uploaded on the school website, communicated to all stakeholders through processes as decided by the school.	May 2nd week, 2016
5	Disseminating the message and the Mission Statement through various programmes and activities in the school , namely , morning assembly, annual function, school publications etc.	June 1st week 2016 onwards.

Exemplar Mission Statements:

1. A school had a discussion with its students, teachers and parents, and identified that the issue of reading habits among students needs to be addressed as a priority and suggested the following mission statement:

In the next three years, the school will improve reading habits of students at all the stages providing access to an updated library and conducting various other reading related activities.

2. The teachers of the same school felt that the non-availability of varied learning resources in the classroom does not allow them to provide ‘hands-on’ learning experiences for their students. Therefore, they have developed the following Mission Statement:

No more chalk and talk method. Every class in the school will have a class library and other learning resources for hands-on experiences in the next three years.

3. The community members in the vicinity of the same school felt that the school must play an important role in improving the level of literacy among adults and hence, came up with the following Mission Statement for the school:

By 2022, the school will achieve 100% literacy in the nearby community utilizing school resources.

4. After further discussion with the community, looking into the existing resources in the school and the priority given to the improvement of learning levels of students by the teachers and the community, the school decided to have the final mission statement as:

Final Mission Statement [Exemplar]:

No more chalk and talk method. Every class in the school will have a class library and other learning resources for hands-on experiences in the next three years, and by 2022, the school will ensure improved learning levels of the students in all the classes in all subjects.

Some more final mission statements are given below, which have been decided by different schools after having a thorough discussion within the school and the community.

School 1: Mission Statement:

The school will develop student and student -friendly, fear-free environment to enhance regularity in students' attendance and participation, leading to improvement in the learning levels to at least 60-80 % in 3 years and 100 % by 2022.

School 2: Mission Statement:

The school will improve school attendance and performance by 20% [from the present], every year, in the next 5 years, by taking initiatives to celebrate reading week, arithmetic/ mathematics / science week, promoting peer learning by forming reading clubs and also promoting team-teaching.

School 3: Mission Statement:

The school will achieve 100% literacy in the nearby community, utilizing school resources by 2022, creating a literacy team, theatre and advocacy groups in the school with teachers, students, school alumni and school management committee members.

School 4: Mission Statement:

By 2022, the school will achieve plantation of 2000 trees plants in the area where it is located creating environmental awareness among students and sensitizing the community members.

School 5: Mission Statement:

By the next 3 years, the school will provide its teachers and students all the basic facilities required for improving the teaching-learning process.

School 6: Mission Statement:

By improving school teaching –learning processes, other school activities and also advocacy in the community, the school will achieve 80% more enrolment and retention in upper primary and secondary classes by the next five years.

School 7: Mission Statement:

By the next 3 years, the school will prepare the health profile of every child enrolled in the school with the help of local the local health centre and also the community.

School 8: Mission Statement:

By the next three years, the school will create a mechanism to provide training to all children from class VIII onwards in a skill area which has utility in the local community and in the wider world of work.

School Heads are requested to note that the given Mission Statements are only exemplars. Your school has its own context, resources and therefore needs to seek the opinion of the teachers, students, school management members and also community members before finalizing and disseminating its own mission statement.

