

 <p>مدرسة ستب ون الدولية Step One International School</p>	<p>DEPARTMENT: SMT</p> <p>PROCEDURE</p>	<p>Doc. No. - SOP-003 Rev. No. - 03 Rev. Date – June 2020 Page - 1 of 1</p>
<p>Title: Mission, Vision, Values and Goals Review</p>		

	PREPARED BY		CHECKED BY		APPROVED BY	
Name	Executive Director		Mrs. Rim Kabbara		SMT	
Position	Executive Director		Executive Director		SMT	
Prepared	SY 2016-2017	Reviewed	SY 2019-2020	Valid until	SY 2020-2021	

Rational:

To establish a formal procedure for the regular review and revision of the school vision, values, mission, and goals.

Aims:

- The vision, values, mission, and goals of Step One International School define the school purpose and identity the basis for the school planning and the evaluation of its effectiveness.
- To ensure that the school curriculum and programs are aligned with the purposes of the school, as well as designed and organized to meet its stakeholders needs.
- To establish a shared understanding across the school of the vision, values, mission, goals, and priorities and of their role in the upcoming academic year.

Procedure:

1. This procedure calls for an annual review of the school vision, values and mission statements LR and planning priorities by the school staff and other stakeholders.
2. School evaluation of annual goals will take place at the end of term one and end of term three by the principal and SMT. Results will be shared with concerned stakeholders.
3. Revised goals must be stated in measurable terms so that the degree to which they are achieved can be determined and widely discussed. Changes to the mission and goals may result in changes to Assessment and Curriculum policies, strategic planning and resource allocation processes.
4. Long term strategic plans to be evaluated and revised in three years cycle.
5. End of the year evaluation of goals and operational plans to take place at the end of term three/ at the start of the new Academic year.
6. School self-review to take place during the school year, areas of development identified will guide the new goals for the next academic year, the school development plan and the list of Priorities.
7. Ongoing evaluations of the school vision, values, mission, and goals to be established through surveys, PTA meetings and Continuous School Improvement meetings (CSI).
8. Other stakeholders are involved through scheduled surveys and meetings.
9. Upon finding that minor revisions to the mission and/or priorities are advisable, the school will conduct a thorough evaluation of the existing mission statement and planning priorities in light of quantitative and qualitative data representing the current needs of the stakeholders.

Approved by: CEO -Principal