

15 steps to start a school

Develop Schools assist in [setting up of schools](#) affiliated to national and international boards (e.g. CBSE, ICSE, IB, IGCSE, CIE), working with individual and corporate clients

We work with both: For Profit and Non-Profit clients

Starting a K12 school is a challenging process and generally takes no less than 2 years (**Develop Schools team can assist cut this time with their experienced input**). K12 schools often have high academic standards, low teacher-student ratios, availability of non-core subjects such as art and music and an emphasis on discipline, safety, community service, and values.

K12 schools need careful structuring of entities to meet legal requirements, affiliated curriculum board requirements while assisting the promoter organization meet its objective, however most are incorporated non-profit entities. The following steps will help guide you in starting a K12 school.

15 steps to start your school

1 Determine the kind of K12 School you want to own.

- The geography, the market and the economic social strata you want to cater to.
- How many students, how many class per grade and which grades will you start with and how many will you eventually grow to include?
- Most schools start with fewer and lower grade levels and add upper grades over time.

<http://www.wikihow.com/Start-a-Private-School> (for pic inspiration)

Develop Schools team handholds you through the process with turnkey service offerings while also doing strategic advisory on a need basis

2 Write a vision-mission statement for the school.

- This statement will assist you set the driving philosophy for your educational plans and position your planned work with society.
- The mission statement should include your reason for starting your school, your school values, the educational approach, the curriculum focus and goals and planned outcomes for students.
- A clear articulation of type of school you will setup
 - day / day boarding / residential,
 - co ed / gender specific,
 - affiliation board
 - the fee level proposed

*Starting a school needs mentoring by experts who have experience, **Develop Schools** brings in decades of experience of work done in the field of education.*

3 Find a location for your K12 School.

- Locate a current facility or develop plans to build one.
- Find the requirements of students, parents, community in the location decide your offering.
- Research the current offering by other schools in the geography to identify gaps as well as best practises
- Develop the infrastructure accordingly.

4 Assemble a K12 school committee.

- The committee will eventually become the core members of your board of directors.
- Committee members should be experts in different areas, including education, legal, accounting, business and construction.

A school needs clear vision and should be seen as an organization with clear and well thought out ideologies projected by its board of directors, **Develop Schools** helps you setup the committees and conduct initial structured discussions.

5 Research your state's educational requirements for K12 schools.

- In most states, K12 schools are overseen by a division of the Department of Education. Depending on the curriculum board affiliation sought, each have individual accrediting agencies for K12 schools with varied K12 school regulations.

6 Create the business entity.

- Seek advice on the legal structuring of the school, creation of trust /society / company
- School Fee structure & tariffs
- Legal requirements and compliance-Regulatory approvals. Most K12 schools incorporate and apply for tax-exempt status. File the appropriate paperwork with your relevant authorities and departments in time. Your founding committee attorney should handle this step.
- Draft letters & list of permissions for running of school
- Draft letters & list of documentation for affiliation of school

7 Write a business plan for your K12 School.

- Create an 8-year business plan, including operational plans (such as financial and marketing) and educational plans (such as educational focus, curriculum, implementation and assessment).
- Finance structuring and options

Develop Schools can assist you create financial feasibility reports

8 Determine your budget and secure your funding.

- The budget should include capital expenses.

- Your committee accountant or financial specialist should help with the budget, or you should seek expert advice.
- If you are operating as a non-profit, solicit contributions by asking for donations from foundations, applying for grants and establishing donations from private donors.

9 Infra Project input, in consultation with the architects:

- Allocation of rooms / spaces
- Phasing of requirements
- Identifying equipment needs
- Planning activity areas
- Advising student movement plan to factor loads

Working with your Architects will assist add in speed of execution while reducing delay and bringing in efficiencies. **Develop Schools** brings in its experience across geographies while planning your infrastructure

10 Product details:

- Curriculum plan & design
- Annual calendar / activity charts / events
- Setting up of
 - Learning environments
 - Class decor and resources
 - Library
 - Laboratories
 - Technology aids
 - Sports & performing arts area allocation

11 Interview and hire critical staff members.

- The first 2 staff members you should hire are the headmaster and a business manager. This should be done approximately 18 months prior to the start of school so you will have experienced professionals to help implement the final steps to starting your K12 School.
- The headmaster/administrator will be able to help you handle the educational and staffing aspects of the school plan, while the business manager will work with you on duties such as enrollment and purchasing. The foll should be also looked into while planning staff hire
 - School Organogram
 - Recruitment plan – stages / profiles
 - Job descriptions & Salary structure
 - Contract staff

12 Promote your K12 School to prospective parents and students.

- Advertise for students through community. You can also advertise through local newspapers and magazines and submit your school to online and K12 school directories.

- Design a website that will provide admissions and enrollment information.
- Join K12 school associations for exposure at the local, national and international level.
- Conduct parent workshops

Having done it many times before our team of experts guide your student acquisition plans while keeping costs in control.

13 Training & development of your hired staff:

- Subject training
- Soft skills training
- Training the trainers
- Update & refresher trainings
- Principal mentoring / coaching

14 Setting up Management:

- Setup management advisory: Managing committee, school managing committee, advisory body
- Operations management advisory

15 Open your K12 School.

- Plan your opening for when other schools in the area are starting.