

School words

Multilingual glossary of school-based terminology

Supporting partnerships and two-way communication
between schools and bilingual learners and their families



Visit the website

Multilingual glossary of school-based terms

<https://research.qut.edu.au/multilingualschoolglossary/>



Queensland
Government



MULTICULTURAL
AUSTRALIA
it's who we are

This Glossary has been prepared as part of a research project entitled *Development of a multilingual glossary of school-based terminology: Supporting partnerships and two-way communication between schools and bilingual learners and their families* (2023).

We wish to acknowledge the Queensland Department of Education for their support through the Education Horizon project scheme and Multicultural Australia for their support of our work in the Darling Downs South West Region.

We thank the many parents, community members, educators and education leaders who have been our partners in this research.

The Multilingual Glossary team

Professor Margaret Kettle (CQU)	m.a.kettle@cqu.edu.au
Professor Annette Woods (QUT)	annette.woods@qut.edu.au
Dr Jennifer Smith (QUT)	j268.smith@qut.edu.au
Dr Do Na Chi (QUT)	d2.chi@qut.edu.au

Translators involved in the project

Dr Jean Burke
Mr Fernando Fermino
Dr W. Jabouri
Ms Rojin Rash

Design and desktop publishing

Ms Jacqueline Dunne

Acknowledgement of country

We acknowledge the traditional custodians of all the lands on which we meet, work, and live and recognise that this land has always been and always will be Aboriginal and Torres Strait Islander land.

Copyright

© 2023 Queensland University of Technology, TEQSA PRV 12079, CRICOS NO. 00213J

Updated August 2023

Topics

This multilingual glossary of 600 key school-related terms and plain language definitions is sorted into 14 topics.

Topic	English	Page number
1	People at our school	3
2	Enrolment	5
3	School books and resources	9
4	Curriculum	10
5	Assessment	13
6	Places in our school	14
7	Daily schedule	17
8	School events	18
9	Sport and extra-curricular activities	20
10	Subject selection and senior pathways	22
11	Student welfare and well-being	23
12	School policy	24
13	Code of conduct	25
14	Home-school communication	27

This page is intentionally blank

People at our school

People at our school

Principal

The person who is the leader of the school.

Deputy Principal

The person who assists the leader of the school and can substitute if the Principal is away.

Head of Special Education Services (HOSES)

The person in charge of Special Education which looks after students with disabilities and special needs.

Head of Department (HOD)

The person in charge of a subject area such as Mathematics.

Teacher

Teacher.

Teacher Aide

The person who helps teachers by doing tasks such as reading aloud with individual students and preparing teaching materials.

English as an Additional Language/Dialect Teacher

The teacher who helps students who do not have English as their first or home language.

Speech pathologist

A health professional who helps students who have communication problems such as voicing sounds and words.

Chaplain (Chappy)

This person is a student welfare worker who helps students with emotional and social support. The chaplain might be from a faith-based background.

Community Liaison Officer (CLO)

This person connects the school with parents and families.

Youth Support Coordinator

This person is a support officer who helps students who are finding school life difficult, particularly in secondary school.

Librarian

This person works in the library and helps students with sourcing information for school assignments in books and online on the internet.

Grounds person

This person keeps the school gardens and sports fields clean and well-maintained.

Tuckshop convenor

This person runs the tuckshop where students can buy food during the lunch breaks.

Family coordinator

This person connects families with support services and helpful information.

Language Support teacher

The teacher who helps students who do not have English as their first or home language.

School receptionist

The school receptionist works at the school front office. This person may be the first person who speaks with families when they arrive at the school or phone the school.

School nurse

This person is a health professional who cares for students if they are feeling sick or have an injury.

Interpreter

This person speaks the first or home language of a student or family and is specially trained to help the school and family or student to talk to each other about important matters. Families can ask for an interpreter.

School-based Police Officer

This person is a member of the police service and is based at the school to help build positive relationships between the school community and police.

School Captain

The student who is the leader of all the students at the school. The school captain works with the principal, deputy principal and teachers to represent the views of fellow students.

House Captain

Students are often organised into Houses for sport and arts events. The House Captain is the leader and responsible for organising events and looking after students in the House.

Student Council

The Student Council is a group of student leaders which represents student concerns to the school principal and teachers.

Student

A young person who is attending school.

Parents and Citizens Association (P&C)

A group of parents of students at the school and citizens from the community who meet regularly and assist the school with fund-raising for resources at the school.

Enrolment

Enrolment

Name

The full name.

First name

The name of a person on their birth certificate or passport that refers specifically to them. It may not come first when they say or write their name.

Given name

The name of a person on their birth certificate or passport that refers specifically to them.

Preferred name

The name a person wants to be called.

Middle name

An additional name that may not be used often.

Last name

The name shared by all members of the family. It may not come last when they say or write their name.

Family name

The family name.

Surname

The family name.

Date of Birth (DOB)

The date, month and year of birth.

Catchment area

The school catchment area is the geographical area around a school. At some schools a student must live in the catchment area in order to enrol at the school.

Compulsory school age

In Queensland all students have to attend school between the ages of 6 years and 6 months to 16 years or when they complete Year 10.

English as an Additional Language or Dialect (EAL/D)

English as an additional language or dialect (EAL/D), formerly known as English as a Second Language (ESL), is a specialised field of education concerned with teaching English to learners who do not speak Standard Australian English as their first language.

English as a Second Language (ESL)

The field concerned with teaching English to students who do not use Standard Australian English as their first language. More recently people refer to English as an Additional Language or Dialect (EAL/D).

EAL/D students

EAL/D students do not speak Standard Australian English as their first language and need extra help to learn Standard Australian English (SAE).

Intensive English program

Intensive English programs provide intensive English tuition to newly arrived, school aged students whose first language is not English. Not all schools have an Intensive English program.

Intensive English

Extra support given to EAL/D students who are beginning to learn English before they are able to understand what is being taught in different subjects.

Home language

A language learned in childhood in the home environment, also referred to as mother tongue, or first language.

English language

Standard Australian English (SAE) is the variety of English common in Australia.

Kindergarten (Kindy)

Kindergarten (kindy) is a program for children in the year before Prep (the first year of school in Queensland).

Prep (Preparatory)

Prep is the first year of school before Year 1. It is compulsory for Queensland children. Children attend Monday to Friday, generally from 9am to 3pm.

Primary

Primary school consists of Prep to Year 6. Prep is the first year of schooling in Queensland.

Secondary

Secondary or high school is the final period of compulsory education in Queensland and consists of Years 7 - 12.

P-12

P-12 stands for Prep to Year 12 and refers to some schools that provide classes from Prep to the final year of secondary school.

Special School

In Queensland a special school is a school that provides special education for students with a severe disability which includes an intellectual disability.

Year level / Grade

Year level or grade refers to the level that a student is placed in on enrolment in the school e.g., Year 3. Generally, students move up a level each year and are in classes with students of about the same age.

Term

The school year is often divided into four terms with terms separated by school holidays. For example, Term 1 is at the beginning of the year and will last from late January to late March.

Semester

An alternative method of dividing up the academic year, often associated with universities. There are generally two semesters in a year.

School holidays

The holidays dividing school terms with the summer holidays being the longest in Australia, usually from mid-December to late January.

Childcare

The care provided for children by caregivers either in homes or early childhood care and education centres. This is paid for by parents, with subsidies available for some families.

Before and After School care

Before and after school care is commonly referred to as outside school hours care.

These services are for families when adults work or study. This is paid for by parents, with subsidies available for some families.

Vacation care

Care offered during vacations or school holidays, providing a variety of programs from part-day to full-day care, including excursions. This is paid for by parents, with subsidies available for some families.

Outside School Hours Care (OSHC)

Outside school hours care (OSHC) is another name for before and after school care. These services are for families when adults work or study. This is paid for by parents, with subsidies available for some families.

Medical information

A record of a student's medical conditions (including allergies), symptoms, and management including medications or medical devices. This information is stored securely by the school.

Asthma

Asthma is a serious condition that affects people's breathing. People with asthma can experience wheezing, shortness of breath, and tiredness.

Allergies

An allergy is a reaction to something in the environment which is harmful to the person's health. Treatment may be needed.

Medication

This refers to medicine or other forms of treatment for an illness or ailment.

Intake

The number of students which a school enrolls at one time, for example, at the beginning of the year.

Cohort

A group of students who are doing the same thing, for example, practising for a particular exam.

MySchool

Making comparisons between schools.

MySchool is a website which provides information on every government school in Australia.

Uniform shop

Uniform shops operate at most schools and sell new and second-hand uniforms including sports uniforms for the students.

Textbook list

The list of textbooks needed by the student for studies in the current year level.

Stationery pack

The list of stationery items, that is, pens, pencils, computer paper, ruler, pencil case that a student will need in the current year level.

Bus information

Information about the timetables of buses dropping students at school in the morning and picking them up in the afternoon after school has finished.

Drop off

The timeframe during which a family can take their child to school and leave the child there at the beginning of the school day. The drop off time is decided by the school and means that there are staff at the school to ensure the students are supervised and safe.

Pick up

The timeframe during which a family can collect their child from school at the end of the school day. The pick up time is decided by the school.

Media consent

Permission from parents or carers for schools to use images, video, voice, and/or creative work of students and children.

Image release

Permission from parents or carers for schools to use images of students, often for advertising or marketing purposes.

Custody

Custody is defined in the Family Law Act as being primarily the right and responsibility to make decisions concerning the daily care and control of a child.

Court order

A court order is a penalty that is issued when a person is found guilty of an offence by a supreme, district or magistrates court in Queensland.

Immunisation Record

An Immunisation Record is a list of all a person's vaccinations recorded in the Australian Immunisation Register (AIR).

Vaccination

A health program designed to introduce a vaccine into the body in order to produce protection against a specific disease.

Religious instruction (RI)

RI is a program of instruction that is approved by a faith group. It is usually delivered by an approved religious instructor, with written consent to participate. RI is not a curriculum or syllabus provided by the Department of Education.

Religion

A religion is regarded as a set of faith-based beliefs and practices.

Faith

The commitment and acceptance of believers toward particular religious claims.

School orientation

This is a day usually at the beginning of a school year when students meet each other and their teachers. It is designed to make the students feel comfortable about their new school.

School books and resources

School books and resources

Resources

All the books, devices and materials that students will need for their classes each day.

Textbook

A book that contains learning material for a particular subject area.

Bring Your Own device (BYOD)

Students bring their own device, such as a laptop or iPad, to school in order to access learning tools through the school's network.

Booklist

A list of all the books required by students for learning each year.

Fees

Fees are paid by families to be enrolled at the school and/or in general school activities.

Levy

A levy is paid by families to support specific programs and resources e.g., a technology levy.

Voluntary

Something is not required and may be undertaken if people want to do it.

Compulsory

Something is absolutely required in law or policy, often with consequences if it is not done.

Student Resource Scheme (SRS)

The SRS provides a list of textbooks, resources, consumables, and materials that students need for their learning. These materials can be purchased through the school at reduced prices compared to buying them at a shop.

Invoice

An invoice requests payment and provides details of amounts due.

Receipt

A receipt is a record of payment.

School Wi-Fi

School Wi-Fi.

Curriculum

Curriculum

Australian Curriculum (AC)

This outlines what should be taught in all Australian schools in Prep to Year 10.

Queensland Certificate of Education (QCE)

A Queensland Senior Secondary schooling qualification which is recognised overseas. It is awarded to eligible students at the end of Year 12.

Australian Tertiary Admission Rank (ATAR)

ATAR is used nationally for entry to university. It indicates a student's position relative to other students.

Senior Secondary

Senior Secondary years include Years 11 and 12.

Secondary Subjects

The subjects offered by the school in Years 7 to 12.

Chemistry

Chemistry is the study of materials and substances, and how they change through interactions and the transfer of energy.

Biology

Biology is the study of living organisms and how they interact with their own and other species and their environments.

Physics

Physics is the study of energy, forces, and objects. For example, physics explains gravity and the ways that things move.

Health and Physical Education (HPE)

HPE is the study of physical education, health education and personal development.

Geography

Geography is the study of the spatial interrelationships between people, places, and environments.

English

English is the study of language, literature, and literacy.

There are four senior English subjects:

1. English
2. Essential English
3. Literature
4. English as an Additional Language or Dialect.

Mathematics (Maths)

Maths is the study of numbers.

There are four senior Maths subjects:

1. Essential Maths
2. General Maths
3. Mathematical methods
4. Specialist Maths.

History

History is the study of societies, events, movements and developments that have shaped humanity over time.

There are two senior History subjects:

1. Ancient History
 2. Modern History.
-

Civics and Citizenship

Civics and Citizenship is a learning area in Years 7 to 10. It is the study of Australia's federal system of government and the values that underpin it.

Work Studies

Work Studies is an optional learning area in Years 9-10. It provides vocational training and develops work-readiness skills.

Primary Learning Areas

Key areas of learning in primary schools.

Literacy

Literacy is the knowledge and skills needed to read and write for effective communication.

Numeracy

Numeracy is the knowledge and skills needed to work with numbers in a wide range of situations.

Take home readers

Books loaned to students to be read at home and returned to school.

Phonics

Phonics is the relationship between letters and sounds when reading and spelling.

Humanities and Social Sciences (HASS)

HASS is a learning area from Prep to Year 10. It includes the study of history, geography, civics and citizenship, and economics and business.

Science

Science is a learning area from Prep to Year 10. This is the study of the physical world.

Technologies

Technologies is a learning area from Prep to Year 10. This is the study of creating and using technology.

There are two subject areas:

1. Design and Technologies
 2. Digital Technologies.
-

The Arts

The Arts is a learning area from Prep to Year 10. It is the study of different forms of expression.

There are five subject areas:

1. Dance
 2. Drama
 3. Media Arts
 4. Music
 5. Visual Arts.
-

Languages

The study of a language other than English. Each school decides which language or languages it will offer.

Vocational education and training (VET)

VET courses give students the practical skills and knowledge needed to join the workforce, gain an apprenticeship or traineeship, or enter tertiary study.

Certificate of Business

An external course offered by the school via an external training organisation.

This certificate is a qualification needed for skilled work in a professional office environment.

Certificate of Fitness

An external course offered by the school via an external training organisation.

This certificate is a qualification needed to work at a gym or as an exercise instructor.

Certificate of Hospitality

An external course offered by the school via an external training organisation.

This certificate prepares students to work in the hospitality industry.

Assessment

Assessment

National Assessment Program for Literacy and Numeracy (NAPLAN)

NAPLAN is an Australia-wide test held every year for students in Years 3, 5, 7 and 9. It tests literacy and numeracy.

Report card

A summary of an individual student's academic achievement over time. These are usually given twice a year.

Test

Test.

Exam/Examination

Exam/examination.

Grade

An overall level of achievement for an area of study.

Mark

Mark.

Result

Result.

A-E five-point reporting scale

This scale is used to grade student achievement. The five points are often A, B, C, D, E, where A is the highest and E is the lowest.

Marking rubric

A table used for marking student work such as essays. It includes the marking criteria and the different standards needed to achieve each level.

Progression

Progression is continuing to move through the required learning to the next stage.

Repeating a school year level

A student can redo a year level, if the student has not performed to the level required during that year.

Assignment

An assignment is a learning task which will be marked by the teacher and go towards final grades.

Draft

A text produced for an assignment that might be changed after feedback. Not a final copy.

Submission/submit

The process of handing in an assignment.

Due date

The date when an assignment must be handed in.

Extension

An extension provides permission to hand in an assignment after the official due date. This needs to be applied for and there must be a reason for the request e.g., being sick.

Places in our school

Places in our school

Administration

This is the building where the school is managed from. It normally contains the reception area and the Principal's office.

Office

Office.

Reception

The place where all visitors to the school should go when they first come to the school.

Library

The place where students and teachers can get information needed to help with assignments, access to learning materials, books and reading support. The library may also be called the Resource Centre.

Resource Centre

The place where students and teachers can get information needed to help with assignments, access to learning materials, books and reading support. The Resource Centre may also be called the library.

Tuckshop

The place where food can be bought at school. It may also be called a canteen.

Canteen

The place where food can be bought at school. It may also be called a tuckshop.

Sports Centre

An indoor space where many sports can be played.

Gym

An indoor space where many sports can be played.

Oval

An outdoor area where students can play sports and other outdoor activities.

Science Lab

A special room which has been set up to do science experiments.

Toilets

Toilets.

Computer Lab

A special room or space where a whole class can have access to computers for learning.

Block

A larger building that contains many classrooms. These blocks may be named to make them easier to find e.g., F Block.

Classroom

Classroom.

Homeroom

A classroom that secondary school students will attend at the beginning of the day to record their attendance.

Assembly area

A space where the whole school can meet together.

Evacuation

Leaving school buildings in an orderly way when there is a fire or other emergency.

Drill

This is when everyone in the school practises how to evacuate the school buildings safely.

Procedures

A step-by-step guide of how to do something.

Evacuation map

A diagram that shows all the buildings in the school and where a person should go if there is an evacuation e.g., if there is a fire.

Sick bay

Students are taken to the sick bay to be looked after by a staff member of the school if they feel unwell or are hurt.

Pick-up/Drop-off area

This is a safe area where people can get in or out of a car. Cars cannot wait or park in this area, it is only for collecting or delivering students.

Bus stop area

The area where students can wait for a bus or be left by a bus.

Playground

The area where students are allowed to play.

Lunch area

The area where students sit to eat their food.

Eating area

The area where students sit to eat their food.

Staffroom

A room where teachers meet together.

Safety zone (for lock-down/evacuation)

An area where it is safe to be and wait until an emergency is over.

Prayer room

A quiet space where students are able to pray.

Washroom

A small room with a sink.

Uniform shop

Uniform shops operate at most schools and sell new and second-hand uniforms including sports uniforms for the students.

Lost property

A designated place where lost items are stored.

Bike (bicycle) rack

A place where bicycles should be kept.

Lockers

Lockers are provided by the school to give students a small space to store their belongings during the school day.

School hall

A large indoor space which can be used for a variety of purposes.

Auditorium

A large space with a stage and seating for an audience.

Daily schedule

Daily schedule

School start

The beginning of the school day.

School end

The end of the school day.

Timetable

A schedule of classes that a student will attend during the school week.

Bell

Bell or a tune that shows a change in routine.

Buzzer

Buzzer.

Supervision

Looking after students at school or on school activities.

Teacher on duty

A teacher who is available to help students.

Line up

Students standing in a line ready to move together into class or to another place in the school.

Morning tea break

A break to eat some food in the morning.

Lunch break

A break in the school day for children to eat some food.

Recess

A break in the school day for children to eat, toilet and play.

Little lunch

A short lunch break for morning or afternoon tea. This term is often used in primary school.

Big lunch

A main lunch break. This term is often used in primary school.

Student free day

A day when students do not attend school but the teachers and school staff are at the school.

Parade

A gathering of school students and staff, for announcements to be made, usually with students in their Year levels.

Assembly

A gathering of school students and staff, for announcements to be made, usually with students in their Year levels.

Free period

A class or period where students are not learning a subject area and have time to work on tasks of their own choosing.

Study period

A period for students to study individually.

School events

School events

Musical concert

An event where students perform musical items.

School play

An event where students perform a piece of theatre at school for the school community.

School fete

A school community event where there are stalls to buy small items, rides and often student performances.

Carnival

An event where students are involved in sports e.g., a swimming carnival, an athletics carnival.

Cross country

A long run often outside the school grounds.

Formal

A dinner and dance for students in Year 12.

Semi-formal

A dinner and dance for students in Year 11.

Awards night

A night where students are given awards for achievements.

Graduation

A special ceremony in which students who have finished school receive a certificate when they have completed school.

Refugee Day

Events to celebrate and raise awareness of challenges that refugees have living in Australia.

Day for Daniel

A day where students will wear a red T-shirt to raise awareness about child safety. The day remembers a young boy Daniel Morcombe who went missing on the way to the shops.

NAIDOC

An opportunity for all Australians to learn about and celebrate Aboriginal and Torres Strait Islander cultures and histories.

Reconciliation Day

A day or week where there is a focus on learning about our shared histories, cultures, and achievements.

Book Week

A week where students celebrate books and reading. Students often dress up to look like their favourite book characters. and can purchase books at school.

Free dress day

A school event where students do not wear the school uniform but wear casual clothes to raise money. Students make a small donation to wear casual clothes.

Sausage sizzle

A barbecue where sausages are cooked and added to a slice of bread for students to purchase to raise money for the school.

Cake stall

A stall to sell items (e.g., cakes or sweets) to raise money.

Carols night

A school concert of Christmas songs, often held at the end of the year.

Sport and extra-curricular activities

Sport and extra-curricular activities

Sporting team

A group of students who play a sport together.

District sports carnival

A carnival where students from schools in the district attend to compete with each other.

School house

Students are often organised into Houses for sport and arts events. A House will have a name and a colour.

Captain

The leader of a group of students e.g., of a sports team.

Team member

A person who plays on a sports team.

Football

Football.

Soccer

Soccer.

Tennis

Tennis.

Swimming

Swimming.

Netball

Netball.

Cricket

Cricket.

Rugby League

Rugby league.

Rugby Union

Rugby union.

Boxing

Boxing.

Volleyball

Volleyball.

Basketball

Basketball.

Touch

Touch football.

Karate

Karate.

Martial Arts

Martial arts.

Club

An extracurricular activity e.g., sport or music.

Intra-school sport

Playing sport against other teams of students from the same school.

Inter-school sport

Playing sport against teams of students from other schools.

Orchestra

A group of students who play instruments together, including stringed instruments such as violins.

Band

A group of students who play instruments together, often without stringed instruments.

Choir

A group of students who sing together.

Homework club

After-school support for schoolwork. Often supervised by teachers or volunteers.

Camp

An overnight trip away from school or a sleepover at the school.

Excursion

A trip organised by the school where students are taken out of the school grounds.

Driving information/Driving test/Getting a licence

The process of learning how to drive a car and getting a licence to drive a car.

Subject selection and senior pathways

Subject selection and senior pathways

Senior Education and Training plan (SET plan)

A plan that gives career advice to students.

Elective subject

A school subject that a student can choose based on their interest.

Compulsory subject

A school subject that all students must complete.

Queensland Tertiary Admissions Centre (QTAC)

Queensland Tertiary Admissions Centre processes applications for students to attend university.

School-based apprenticeships and traineeships (SATs)

Provides the opportunity for students to undertake training in skilled trades for example hairdressing, plumbing, or building, while they are still at school.

Pathways

The different types of subjects that students in secondary school might enrol in e.g., workplace training subjects that may lead to a traineeship or academic subjects which may lead to university after school.

Placement

Matching a student with an educational program that suits their individual needs.

Traineeships

Provides training in vocational employment e.g., childcare, business administration.

Apprenticeships

Provides training in skilled trades e.g., hairdressing, plumbing, or building.

Vocational and Educational Traineeships

The opportunity to attend a workplace to learn about different jobs and professions.

Scholarship

Funding support to allow students to further their education.

Certificate course

Certificate course.

Qualifications

An official record that indicates you have completed training to do a particular job or activity.

TAFE (Technical and Further Education)

Technical and Further Education.

Senior external examination

Exams or tests that all Year 12 students across the state sit. The Senior External Examination is a program of individual subject examinations offered to eligible Year 12 students and adult learners.

Student welfare and well-being

Student welfare and well-being

Student welfare

Support to create a safe and caring environment for students.

Student services

Support services for students related to academic, social and personal issues.

Students with disability

A student who has a physical, social, or mental health issue that might affect their participation in school. <https://australiancurriculum.edu.au/resources/student-diversity/meeting-the-needs-of-students-with-a-disability/>

Personalised Learning Plan (PLP)

A learning plan written by teachers with parents to help a student get the support they need to continue to learn.

Chaplaincy

Services provided to students related to personal support, spiritual and ethical issues.

National Disability Insurance Scheme (NDIS)

A scheme to help get funding for support and services related to a permanent and significant disability.

Mental health

Related to emotional, psychological, and social well-being. It helps us to handle stress, making choices, and our relationships with others.

Wellbeing

Happiness and feeling well and safe. Wellbeing is about balance in all aspects of life.

School counsellor

A school counsellor works with students to provide support for social, academic and emotional wellbeing.

Pastoral care

Programs to look after the health and wellbeing of students.

School policy

School policy

Fire drill

Practising how to leave buildings safely in the event of a fire.

Evacuation

Leaving school buildings in an orderly way when there is a fire or other emergency.

Uniform policy

Rules about what you can wear at school.

Behaviour policy

Rules and procedures about student behaviour at school.

Mobile phone policy

Rules related to mobile phones at school.

Technology permission

Parents are asked to give permission for a student to use technology and be online at school.

Sun safety

Being safe in the sun and not getting sunburnt - wearing hats, applying sunscreen.

School website

School website.

First aid

Medical treatment to help when a student gets hurt.

Cybersafety/Cyberbullying

Bullying that occurs through social media and other forms on the internet.

Attendance

Being at school or in a program or class.

Code of conduct

Code of conduct

Behaviour

The things we do and how we act.

Positive behaviour

Positive behaviour is a policy which focuses on actions that create a trusting, harmonious environment at school.

Consequences

The results of an action which may be productive or harmful to oneself or others.

Expectations

Expectations is a term that relates to the belief that all students can reach high levels of accomplishment. The accomplishment might be in academic schoolwork, or sport, or another area where the student has an interest and is able to attain rewards for effort.

Respect

Treating other people fairly and recognising their diversity as positive.

Safety

Being safe.

Responsibility

Responsibility is another area of behaviour at school where students and teachers accept the obligation to behave and interact with each other in a respectful, ethical way.

Discipline

Rules and activities designed to manage student behaviour.

Reward

Receiving something for good behaviour or good work.

Punishment

Adding or taking something away as a penalty for behaving inappropriately.

Substance misconduct

Taking illegal drugs or using other substances like alcohol that are against school rules.

Verbal misconduct

Swearing or saying nasty things.

Bullying

Bullying is ongoing and deliberate verbal, physical or social behaviour that aims to hurt someone else. Bullying at school is seen as negatively affecting everyone involved, including bystanders.

Truancy

To miss school or lessons without a good reason, and usually without parents/carers knowing.

Fighting

To use physical force or to argue with another or others.

Cheating

To get academic outcomes by being dishonest.

Prohibited item

Something that is not allowed in school.

Plagiarism

Plagiarism involves a student using the words of someone else and claiming that he or she wrote them. This is inappropriate because it is effectively taking someone else's ideas.

Restorative justice

Activities that aim to restore relationships or repair harm.

Risk assessment

To assess the risks of certain activities to keep everyone safe.

Detention

Not being allowed to be involved in usual school activities, for example breaks, as a result of inappropriate behaviour.

Suspension

To be removed from school for a certain period of time because of behaviour - for example one day or up to twenty days.

Exclusion

To be removed from school because of behaviour.

Reflection room

A room at school where students can go to reflect on their inappropriate behaviour.

Discrimination

Treating someone unfairly because of who they are e.g., on the basis of their age, disability, gender, or race.

Stealing

An inappropriate behaviour that involves taking something that does not belong to you.

Home-school communication

Home-school communication

Reporting bullying

Telling the school if a student has been bullied. This is called a complaint.

<https://www.qld.gov.au/education/schools/information/contact/complaint>

Parent teacher interview

A meeting where a teacher and parent talk about a student's learning outcomes and other activities at school.

Translator

NAATI qualified translator.

Newsletter

A digital or printed text that provides information about school events, announcements, and activities.

Text message

Text message.

Email

Email.

Phone call

Telephone call.

Parent meetings

A meeting where teachers give information to parents.

Parent information evening

A session for parents to listen to teachers telling them about what students will learn and do at school.

Notification

To let the school know something e.g., telling the school your child won't attend school.

Absence

To stay away from school.

Sick

To not feel well.

Medical certificate

A document signed by a doctor to say that a student has been sick and unable to do schoolwork or attend school.

This page is intentionally blank

This page is intentionally blank

Multilingual glossary of school-based terminology



English

Arabic

Swahili

Kurdish
Kurmanji



Portuguese

Visit the website

Multilingual glossary of school-based terms
<https://research.qut.edu.au/multilingualschoolglossary/>