

## Translation Policy

### 翻译准则

Created: December 2017  
Review: November 2019

Educate, Nurture, Inspire Excellence.

#### Rationale

##### 基本阐述

At Green Oasis we recognise the need for clear and accurate communication as this is important when nurturing our students. This is part of the nurturing aspect of the school vision. It is important that parents, community and staff work together to ensure that understanding of issues are clear, correct support is given and thus reaching their full potential.

在城市绿洲学校，沟通的准确性在教育、培养学生的过程中非常重要。这也是学校愿景的一部分。家长、团体、和员工必须共同努力，确保互相清楚地、准确地理解彼此，从而使学生充分发挥潜力。

We realise that English is not the first language for some of our community. Many of our parents are native Chinese speakers. It is important that we make it easier for our community to become 100% involved in both the education of children and involvement in activities at GOS. To assist, we provide staff who can translate into Mandarin when needed. At this stage we are only able to offer translation into Mandarin. We do have staff who speak other languages but cannot guarantee they are available when needed.

英语并不是我们所处集体的母语。整个集体能够全力参与到学生的教育和活动十分重要，为此我们提供了翻译的人员。目前,我们只提供中文翻译。我们有其他语言的使用者，但不能保证在有需要时他们能提供协助。

At meetings with parents/Parent Teacher Conferences:

与家长会面，包括家长会：

- Translation is provided by a member of the GOS staff. This may include Student Services, Teaching Partner and/or other nominated staff members.
- 城市绿洲学校的成员进行翻译，这包括学生处、助教或其他员工。
- Other translators may be present; however the teacher's comments will be translated by a member of GOS staff.
- 其他翻译人员可能提供协助，但是教师的意见仅由城市绿洲学校的工作人员翻译。
- The role of the translator is to accurately translate what is spoken. They will not modify and add their own interpretation on what is said.
- 翻译人员必须准确地翻译内容，不允许修改或添加自己的解释。
- Where possible, educational language will be used however, this may be modified to aid understanding. The nuance will remain the same.
- 由于使用教学专用语言，在翻译过程中可以适当解释专业用语。
- Translators should be allowed to complete the translation before a reply is given as important information may be included at the end of a comment.
- 在做出答复之前，允许翻译人员先翻译，因为重要信息可能包含在评论结尾。

## Translation Policy

### 翻译准则

Created: December 2017  
Review: November 2019

Educate, Nurture, Inspire Excellence.

- 
- Adequate time should be allowed for the member of staff to translate.
  - 应给予翻译人员足够的时间。

#### Written documents:

#### 书写翻译

- All written communication with parents should be translated by a GOS staff member.  
This includes: emails, letters to parents, public documents, wechat articles, information on the website
- 所有与家长沟通的书面文字必须由城市绿洲学校的成员翻译。包括：邮件、给家长的信函、公文、微信文章、网站信息。
- Every attempt will be made to ensure the accuracy of the translation
- 尽一切努力确保翻译的准确性。
- Translations must be approved by a member of the SLT before going out to parents.
- 发送给家长的资料必须先由管理层的成员审核。