

Cherry Lane Primary School Cycling Policy and Guidance

Introduction

At Cherry Lane Primary School we wish to promote and support safe cycling to school. Pupils who travel to school by bike will be doing so at peak times and it is therefore important that precautions are taken to ensure the safety of our pupils. In this document our cycling policy and the associated roles and responsibilities will be set out.

Policy

In order for pupils to be eligible to cycle to school without supervision they need to meet the school's requirements.

The school requirements are:

- 1 The pupils must be in Year 6.
- 2 They must have undertaken the cycling proficiency and passed level 2.
- 3 They must wear a cycle helmet.
- 4 They must wear high visibility clothing.
- 5 Their bike must be in roadworthy condition.

If a child meets these requirements for cycling to school then it is their parent's responsibility to make the final decision as to whether they feel their child should be allowed to travel independently by bike. The school has no liability for the consequence of that decision.

Roles and Responsibilities

The school will:

1. Provide cycle proficiency training at the beginning of Year 6.
2. Provide cycle storage
3. Promote the health benefits of cycling.
4. Provide school permits to appropriate pupils.
5. Monitor and record any accidents or incidents related to cycling to school in order to ensure that changes are made to our policy if necessary.

The parent will:

1. Assess their child's capability to cycle on the roads.
2. Ensure their child has suitable safety equipment for cycling to school e.g helmet and high visibility clothing.
3. Ensure the bike is road worthy.
4. Carry out regular checks on their child's bike, cycle clothing and helmet and ensure any damage or faults are repaired before their child cycles again.
5. Ensure that any accidents are reported to the school.
6. Plan a safe route to school with their child. Cycle routes can be found on the Transport for London website. A link to this can be found on the Cherry Lane website.
7. Ensure their child leaves for school with plenty of time so that they do not rush and have time to put their bike away in the storage facility.

The pupil will:

1. Wear their cycle helmet and high visibility clothing.
2. Ensure they follow their planned route and ride their bike sensibly and safely.
3. Dismount their bike before entering school grounds and walk it to the storage facility.
4. Ensure their bike and helmet is stored securely in the correct place.
5. Be aware of pedestrians and not cycle on pavements. If some roads are too busy for children to cycle on then they should dismount their bike and walk with it until they feel it is safe to cycle on the roads again.

CYCLING PERMIT

Name of pupil DOB

Bike make Model

Serial Number

Bike colour

I have read the cycling policy and the roles and responsibilities listed in it. I will ensure that the requirements of the school are adhered to at all times.

Pupils signature Date

Parent name

Signed Date

Bike Check Sheet

FRAME		Too small / too big / forks bent / damaged.
HANDLEBAR		Incorrectly positioned / no grips / damaged / steering head loose.
SADDLE		Incorrectly positioned / broken / loose / too high / too low.
FRONT BRAKE required by law		Blocks worn/cable frayed/badly adjusted/shoes wrong way round/missing.
REAR BRAKE required by law		Blocks worn / cable frayed / badly adjusted / shoes wrong way round / missing.
FRONT WHEEL		Bent / needs adjusting / spokes loose / spokes missing / bearings loose.
REAR WHEEL		Bent / needs adjusting / spokes loose / spokes missing / teeth on sprocket worn/broken / bearings loose.
FRONT TYRE		Needs replacing / under inflated / damaged / tread worn.
REAR TYRE		Needs replacing / under inflated / damaged / tread worn.
CHAIN		Needs replacing / slack / tight / oil needed.
CHAINWHEEL		Bent / teeth worn.
CRANKS		Bent / badly adjusted / bottom bracket needs adjustment / bearing worn / oil needed / pins damaged /loose.
PEDALS		Missing / rubbers worn / need adjustment.
CHAINGUARD (where fitted)		Loose / bent.
BELL (where fitted)		Missing / broken / needs replacing / in wrong position.
MUDGUARDS (where fitted)		Broken / loose / missing / stays broken.

FRONT LAMP (where fitted)		Shell rusted / switch faulty / not working / incorrectly placed / dirty / (DYNO) wires missing/broken.
REAR LAMP (where fitted)		Shell rusted / switch faulty / not working / incorrectly placed / dirty.
REFLECTORS required by law.		Missing / dirty / incorrectly placed
GEAR MECHANISM (where fitted)		Not working / needs adjustment / damaged.

Please check your child's bike regularly. You can use the form below as a guide.