



Cycle to School Policy

This policy represents the agreed principles for cycling to school and continues to reflect the status of Shepherd Primary School as a Healthy School. This policy has been agreed by Governors within the school and all the teachers representing the Early Years, Key Stage 1 and Key Stage 2.

School Aims:

Our school community (children, staff, parents and governors) aims to:

- Learn and grow together within the safe, caring and happy environment;
- Encourage achievement in all aspects of school life;
- Motivate all children with a broad and challenging curriculum;
- Treat everyone with honesty, respect and tolerance;
- Ensure opportunities for all.

Cycling to School:

Cycling is a cheap and effective means of transport. It is environmentally friendly and an enjoyable way to exercise. With certain restrictions, children at Shepherd Primary School are permitted to cycle to school either unaccompanied or in the company of parents or other responsible adults.

These restrictions are as follows:

- Infants and children in Years 3 and 4 **must not** cycle to school without an adult at any time;
- Year 5 and 6 children will have the opportunity to attend a cycling proficiency course during the year. Once children have passed this course they will be able to cycle to school unattended, provided they are at least 10 years of age (the children must be at least 10 years of age to complete the course ;)
- Pupils in Year 5 and 6 who have not attended an appropriate cycling proficiency course **will not be permitted** to cycle to school alone ;)
- Parents must ensure that children are using cycle paths away from traffic;
- All parents and children cycling to school must be capable of cycling skilfully and with due care and consideration to other road users, including pedestrians.

Storage:

A covered bicycle stand is situated in the North playground for the storage of children and adult cycles. This stand has space for up to 20 bicycles with a variety of frame sizes. There is an additional stand situated behind the link corridor for KS1 children.

Parents visiting the school outside the hours of dropping off and collecting children, may secure their own bicycles within the school grounds, making sure not to block access or ingress for other vehicles.

Cycling Code:

This code has been agreed to ensure the safety of cyclists, other road users and members of the wider school community. Users not following the code, may have their cycling privileges withdrawn.

Cycle type:

Ensure the cycle is the correct size for its user - i.e. when sitting on the saddle, the balls of both feet should easily reach the ground.

- Cycles must be kept in good working order and the following checks should be carried out regularly:

Tyres need to have plenty of tread and be sufficiently inflated.

Both brakes should be in good working order. Push the cycle and try each in turn. They should stop the relevant wheel.

Ensure the chain is oiled and correctly tensioned.

Check that the gears can be changed easily.

Make sure reflectors are fitted front, back, on spokes and pedals and are kept clean.

Lights must be fitted. This is essential during the winter months when it can be dark both in the mornings and evenings.

It is a good idea to fit a bell.

Carry a pump and a spare inner tube and tool kit.

Parking:

- Cycles or scooters stored in the school grounds must be locked to the fixed stands situated on the North playground, along with helmets and removable accessories.
- Cycles or scooters need to be locked with the child's own secure lock.
- Cycles or scooters are left on school grounds at the pupil's own risk; the school is not liable for damage or theft to any cycles. (Parents should check that cycles are insured against theft or covered by home contents insurance).

School grounds:

- Cycles or scooters **must be walked** (not ridden) immediately onto either playground and stored in the bicycle racks.
- At the end of the school day, they may be collected and walked out of the school grounds before being ridden.

Clothing:

- A cycle helmet of appropriate size and fitting must be worn at all times by all pupils when riding a cycle.
- High visibility accessories such as a tabard, sash, or a coat with reflective patches should also be worn.
- Avoid long laces, loose or baggy clothing which can get tangled in the pedals or chain and obstruct the lights or reflectors.

Preparation:

- Discuss the route to be taken with an adult, taking account of such factors as complex junctions and busy roads, which should be avoided if possible.
- Parents should ride the route with their children.
- It may be sensible to dismount and walk with the cycle in some areas to avoid dangerous right hand turns or busy junctions.
- Time journeys to allow enough time to ride comfortably, taking into consideration possible delays due to congestion and other factors such as weather.
- Plan to arrive in good time so that the cycle is locked away before the start of the school day.

Riding:

- The Highway Code must be observed at all times by all cyclists. In particular:
 - It is against the law to cycle on pavements or footpaths that do not have signs showing that cyclists may use them.
 - All adults and children should be visible by making sure road position is always considered.
 - Road position can often indicate the rider's intentions; these need to be kept consistent with any manoeuvres.
 - Think ahead - be aware of all other traffic and anticipate what might happen next.
 - Signal clearly and in good time before attempting any manoeuvre.
 - Remember that signals can be useful to pedestrians.
 - Consider speed - is it appropriate for the road and the current conditions?
 - Ride positively and decisively.
 - Review

This policy will be reviewed in 2 years, or earlier if necessary.



Application for permit to cycle to Shepherd Primary School

I wish my child..... to cycle to school.

I will ensure that a helmet is worn and reflective fabrics used.

I will supply a cycle lock.

I will remove non-fixed accessories.

I will be cycling with my child to ensure road safety Yes/ No *(Delete as applicable.)*

My child has completed their cycle proficiency training. This certificate must be shown.

My child is ten years of age.

Details of bicycle:

Make.....

Identity number.....

Colour.....

Distinguishing features.....

Please note:

The school cannot accept responsibility for damage to or stolen bicycles.

Signed:.....Parent/guardian

Date:.....