



## BICYCLE POLICY

Cycling has a positive impact on student well-being and The Cowplain School supports cycling as transportation as long as students live within a reasonable cycling distance of school. Due to a duty of care of all students, once on school grounds we can only give permission for the use of a bicycle when there are adequate facilities to ensure safe access for all users of the school and security for the storage of bicycles.

The prime responsibility for transporting students to and from school rests with parents, not the school. As school travel does not occur within 'school hours' or on school premises and as it does not involve supervision by school staff, the school does not accept any legal liability for any accident or injury that occurred while students were riding to and from school. The decision as to whether a child is competent to cycle to and from school rests solely with the parents. Parents are advised to take out appropriate insurance cover as the school's insurance does not cover road accidents or loss or damage to bicycles on or off school premises. We would also recommend that parents ensure that their child has followed appropriate bicycle training or a similar safety course before riding to and from school. Further guidance on cycling safety can be found at:

The hampshire.gov.uk website (<http://www.hants.gov.uk/schooltravelplans/cycling.html>)

The direct.gov.uk website (<http://talesoftheroad.direct.gov.uk>) .

In the interest of health and safety The Cowplain School requires students who have been granted permission to bring their bicycle to school to wear an approved bicycle safety helmet.

Students who wish to bring their bicycles to school must collect the The Cowplain School Bicycle Policy and Bicycle Rules from the Main Office and complete the necessary forms as indicated.

Students will receive the following information and forms for completion:

- a) The Cowplain School Bicycle Policy and Rules
- b) Bicycle permission note (to be signed by parent and returned to school)
- c) Bicycle users contract (to be signed by the student and parent and returned to school)

When these conditions have been met the student will receive a The Cowplain School Bike Pass. A bicycle can only be brought to and from school after such a pass has been issued and affixed clearly to the crossbar of the bicycle the student uses to cycle to and from school. The school expects parents to make their child aware of the school Bicycle Policy and the safety reasons supporting the policy.

# THE COWPLAIN SCHOOL BICYCLE RULES

1. No student is to bring a bicycle to school until a Bike Pass has been granted and is affixed clearly to the crossbar of the bicycle.
2. Bicycles brought to school by students must only access the school via the top gate entrance from Hart Plain Avenue.
3. Students are to dismount before entering school grounds and walk their bicycles whenever on school grounds. No riding of bicycles at any time is permitted in school grounds before, during or after school hours.
4. Students must wear an approved bicycle safety helmet at all times when in control of their bicycle.
5. Bicycles brought to school must be in a good, safe working order and must be fitted with working brakes.
6. Bicycles used in the winter months (i.e. outside British Summertime clock changes) must be equipped with appropriate head and tail lights before being brought onto school grounds.
7. Bicycles are to be stored in the bike shed provided adjacent to the Site Staff Office. Bicycles must be locked with a chain/padlock or appropriate bicycle lock supplied by the bicycle owner.
8. Bicycles and safety helmets are brought and stored on school grounds entirely at the owner's risk.
9. No students will be allowed into the bicycle shed during school hours without staff permission. Only bicycle riders may go into the bicycle shed before and after school.
10. Students should under no circumstances tamper in any way with another student's bicycle, lock or helmet. A student found to have done this, particularly in a way which might endanger the user's safety will be expected to pay for any damage caused and will have their Bike Pass withdrawn. For serious offences the police may be involved.
11. Parents will be notified if students do not adhere to the school's Bicycle Policy. This may lead to the student being refused entry with their bicycle to school. If they disobey the policy after one formal warning any permission will be withdrawn.

**Please note that cycling to school cannot be used by a student as an excuse for late arrival. Parents should ensure that students are on time for school, and that if their Bike Pass is withdrawn they have an alternative method of getting to school.**

# The Cowplain School

## **BICYCLE PERMISSION NOTE** (Parent)

I give permission for \_\_\_\_\_ (child's name) \_\_\_\_\_ (Tutor Group) to ride their bicycle to and from school.

- I understand that the roads around The Cowplain School are very busy and quite dangerous, especially at the commencement and finish of the school day.
- I have read and understand the bicycle information provided.
- I have read and explained the bicycle information provided to my child.
- I understand that it is my responsibility to keep the bicycle well maintained and road worthy, with all component parts working correctly.
- My child will always correctly wear an approved and appropriate bicycle safety helmet when riding their bicycle to and from school.
- I understand that bicycles are brought to school entirely at the owners' own risk.
- I understand that if the policy is not followed my child may not be allowed to bring their bicycle onto school grounds.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## **BICYCLE USER'S CONTRACT** (Student)

- I have read and understand the bicycle information provided.
- I understand that it is a joint responsibility between my parents and I to keep my bicycle well maintained with all parts working correctly.
- I will always wear an approved and appropriate bicycle safety helmet when riding my bicycle to and from school.
- I understand that I must not ride my bicycle at any time on school grounds.
- I understand that I bring my bicycle to school at my own risk and will secure it with a lock and chain in the bicycle shed provided.
- I understand that if the rules are not followed I may be refused entry to school grounds with my bicycle.
- I will always display my Bike Pass on the crossbar of the bicycle I use to cycle to and from school and will stop and show it when requested by a member of staff.

Signed: (student) \_\_\_\_\_ Signed: (parent) \_\_\_\_\_

Date: \_\_\_\_\_

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## **OFFICE USE ONLY:**

Allowed / Not Allowed    Pass No. \_\_\_\_\_ Issue Date: \_\_\_\_\_