

Use of Bicycle Policy



PHILIP MORANT
SCHOOL & COLLEGE

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Introduction

The Philip Morant School & College will make parents aware of what is expected of all vehicles – including bicycles - entering the school site. This will be published on our website and any student who intends to use his or her bicycle to travel to or from will be made aware of the codes of conduct and where their bicycle should be parked.

Benefits

Cycling has a positive impact on student well-being and **The Philip Morant School & College** supports cycling as transportation as long as students maintain their bikes in a good, roadworthy condition. They must also cycle safely, using cycle paths on their way to and from school whenever available.

Responsibility

The prime responsibility for transporting students to and from school rests with parents, not **The Philip Morant School & College**. 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. 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 Parents should ensure that students are on time for school, and that if their bicycle parking permit is withdrawn, they have an alternative method of getting to school.

Training

The Philip Morant School & College advise that some form of appropriate training has been undertaken. Approved 'Cycling Proficiency' type courses will be regularly run on school premises and all instructors will have received training from a road safety officer and have undergone DBS vetting for child protection purposes.

Condition of Bicycles

It is essential that bikes ridden to school are roadworthy and regularly maintained. Random checks will be made by staff to check that this is the case. This should include condition of tyres, brakes, pedals, steering, lights, reflectors and chain. All bikes should be fitted with a bell, especially if any of the routes to school are shared with pedestrians. Bikes should also be kept clean in order to protect books and school uniforms

Insurance

Most cycles should be covered by standard household contents insurance provided that they have been locked up securely. Many insurance companies will insure bikes for all risks on a replacement value basis under their household contents policy, which is less likely than a separate policy would be. Bicycles valued at £250 or more may require separate insurance. Parents and pupils should be made aware that **The Philip Morant School & College** will not be held liable in the event of theft and that parking a bike at the school is carried out at the rider's own risk.

Security

The Philip Morant School & College will provide appropriate parking stands, in a secure, well-lit location, which is covered by CCTV. Bicycles should be locked up in the appropriate storage area using a 'U type' lock or similar to secure the frame to an immovable object. **The Philip Morant School & College** encourages post coding or data tagging of bicycles.

School Bicycle Parking Permits

An agreement between **The Philip Morant School & College** and students wishing to use their bicycle to travel to school, will be drawn up. This agreement is used as a way of encouraging safe, responsible and courteous cycling. When the student satisfies the issue requirements, they will be given a bicycle parking permit and advice and guidelines on safe, courteous and responsible cycling, as well as a consent form.

Helmets

The Philip Morant School & College advises that all students who use a bicycle to travel to school must wear a cycle helmet, which conforms to one of the following

standards: BS 6863; AS 2063.86; ANSI Z90.4; SNELL B90 or B95. Helmets also need to be properly fitted if they are to be effective. Helmets are stored at the owner's risk.

Lights and Reflective Clothing

Lights and reflective clothing are of crucial importance in avoiding collision with cars. Cyclists need to be visible at all times. Students with bicycles should be encouraged to:

- Avoid letting batteries run low and carry spares - rechargeable batteries are less reliable than disposables;
- Fix lights securely to bikes to avoid them being lost or stolen;
- Apply reflective tape and motifs to the bike; and
- Wear reflective clothes/accessories.

The Philip Morant School & College encourage the use of reflective patches for school bags and coats, reflective tape to apply to the bike or bags, reflective tabards gloves, belts and ankle and armbands. All these items can be bought from bike shops.

Cycling Behaviour

Cycling carelessly or dangerously are offences for which the police may prosecute. **The Philip Morant School & College** will temporarily withdraw a pupil's bicycle permit in the event that they are seen riding to school inappropriately, for example: riding on the footway; riding two on a bike, riding without appropriate lighting or riding in a way which endangers or threatens others. 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.

Pupils will be encouraged to consider the needs of others when cycling, particularly on shared use paths, or where cycle paths intersect with pedestrian areas. They will also be made aware of the extra care needed when using facilities shared with pedestrians who may be elderly, having impaired vision or mobility, or have young children with them.

The Philip Morant School & College Cyclist's Code

A copy of the guidelines below will be given to any student who applies for a bicycle-parking permit.

Students who hold a **The Philip Morant School & College** parking permit, must, at all times:

- Follow the Highway Code;
- Be courteous and cycle with respect for others, whether they are other cyclists, pedestrians, people in wheelchairs, horse-riders or drivers;
- Give way to pedestrians, leaving them plenty of room;
- Keep to the appropriate side of any white dividing line;
- Be prepared to slow down or stop as necessary;
- Don't cycle at high speeds;
- Be careful at junctions, bends and entrances;
- Remember that many people are hard of hearing or visually impaired – don't assume they can see or hear you;
- Fit a bell to the bicycle and use it appropriately;
- Where there are horses, don't surprise riders from behind – let them know you are there;
- Fit and use lights in poor visibility;
- Under no circumstances tamper in any way with another student's bicycle, lock or helmet. The student responsible will be expected to pay for any damage caused and will have their Bike Pass withdrawn. For serious offences the police may be involved
- Keep your bike roadworthy;
- Be seen – most accidents to cyclists happen at junctions; and
- Remember; pavements are for pedestrians – don't cycle on them except where designated.

Recommended routes

The Philip Morant School & College will advise on the safest routes to school – or equally, those routes best avoided. Parents may wish to accompany their child on the chosen route to school initially, in order to point out potential hazards and ways of dealing with them.

The Philip Morant School & College
BICYCLE PERMISSION NOTE (Parent & Carer)

I give permission for _____ (child's name)

_____ (Tutor Group) to ride their bicycle to and from school.

I understand that the roads around **The Philip Morant School & College** are very busy and quite dangerous, especially at the start 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.

I understand that it is my responsibility for my child to wear an approved and appropriate bicycle safety helmet when riding their bicycle to and from school.

I understand that bicycles are brought to school 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: _____

**The Philip Morant School & College
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 understand that it is important for me to 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 designated area.

I understand that if the rules are not followed, I may be refused entry to school grounds with my bicycle.

I will always have my bicycle parking permit available and I will show it when requested by a member of staff.

Signed: (student) _____

Signed: (parent) _____

Date: _____

OFFICE USE ONLY:

Allowed / Not Allowed

Pass No.

Issue Date:

END OF DOCUMENT