

Lovelace Primary School – Cycle and Scooter Policy

Date agreed by the Governing Body: October 2021

Cycle of Review / Date of next review: annually, 31 October 2024

Signed copy in school office.

Lovelace Primary School is keen to encourage the use of more sustainable transport instead of the private car. Cycling provides an excellent means of transport that is accessible to the majority of people. It is also a means of gaining physical exercise and can be part of maintaining a healthy lifestyle. However, cyclists are a vulnerable road user group and it is important that cyclists, especially young cyclists, are as safe as possible.

In the interests of promoting a safe cycling culture, the school wishes to adopt a Cycling to School Policy. Although schools are not legally in a position to prohibit pupils (or staff) cycling to school they are entitled to regulate and prohibit bicycles entering school grounds and restricting access to bicycle storage facilities. By having a cycling policy the school is demonstrating that it cares about the safety of its pupils inside and outside of the school environment.

The reasons for the policy are multifaceted and include:

- Promotion of the safety of pupils' cycling to school by:
 - Requiring bicycles to be roadworthy;
 - Running cycle training courses and thereby raising road safety awareness;
 - Promoting the use of bicycle helmets.
- Address insurance and risk issues;
- Security of the bicycle;
- Environmental – cycling as a preferred means of transport will have a positive impact on the emission of harmful pollutants

The Cycle Permit

One way to implement and promote a cycling policy is to issue a Parking Permit to those pupils who wish to cycle to school. The permit would only be issued to a pupil that satisfies the following criteria:

- The bicycle must be roadworthy (this is a legal requirement for any bicycle used on public roads and is the responsibility of the child's parents/guardians); See appendix 1- Bicycle Checklist which is sent home to parents of all children wishing to cycle to school.
- Approved cycle training must have been taken and Bikeability 2 achieved (available to years 5 and 6)
- If your child has not successfully completed cycle training to Bikeability 2 standard he/she may use the cycle park but we must have an additional letter to say that he/she is accompanied by an adult to and from school.
- That a bicycle helmet should be worn – unless the pupil can provide valid reason for failing to do so e.g. Medical or religious. (While helmets do not reduce the chance of being involved in a crash or simply falling off a bicycle they can provide significant protection to the head helping to prevent or reduce the severity of head injuries);
- That the pupil follows the Highway Code and agrees to follow rules and instruction as to appropriate cycling behaviour, including carrying school books etc in an appropriate manner;
- Cycles should not be ridden on the school grounds (due to the physical makeup and busy nature of our site). Cycles must be dismounted when passing through the blue school gates- pedestrians always have priority.
- The pupil has signed parental/guardian consent. The written consent form is to:
 - i. Inform the parent/guardian about the policy and the reasons for the policy;
 - ii. Ascertain signed parental/guardian consent for the pupil to cycle to/from school;
 - iii. Seek the agreement of the parent/guardian to comply with the requirements for the permit;
 - iv. Inform the parent/guardian that the school is not liable for theft of or damage to their child's bicycle and it is recommended that parents/guardians take out insurance for their child's bicycle and personal injury accident insurance for their child.

Random spot checks may be used to ensure that the permit scheme is being complied with. Permits may be withdrawn from those pupils who do not meet the requirements. Only pupils with Parking Permits will be entitled to enter the school grounds with their bicycles.

It is important that both parents and pupils are aware of why the policy is in place.

If parents would like their child to cycle to school they should complete the attached permit form (Appendix 2) and return this to the school office. Parents should not allow their child to cycle to school until a permit has been issued to them by the school.

Cycle and Scooter Storage

The school provides a number of facilities for cycle and scooter storage that are both covered and uncovered. These are accessible from both the Mansfield Road and Devon Way entrances. The school site is locked at most times with controlled gated entrances. The school encourages bikes and scooters to be locked as a means of additional security but its insurance does not cover loss or damage to these. Please note Lovelace School accepts no responsibility for loss or damage to bicycles or scooters parked on the school site - bikes are left on the school site at the owner's risk. Parents should check their own insurance cover.

Scooters

Lovelace Primary School is also keen to encourage the use of scooters as a more sustainable transport mode. Scooters provide an excellent means of transport that is accessible to the majority of children. Indeed it is also a means of gaining physical exercise and can be part of maintaining a healthy lifestyle. The school organises regular training sessions run alongside local authority staff for our Year 1 and Year 2 children to enable them to be safe and responsible as they travel to and from school. Because of the large, hilly, busy and diverse nature of our school site, scooters must be dismounted when passing through the main entrance blue school gates at Devon Way and Mansfield Road- pedestrians always have priority.

E Scooters

As electric scooters are powered by a motor they are classified as a 'motor vehicle' under the law. As a result of this a person must be 18 and over to use an e- scooter and consequently no pupil is allowed to ride one of these to and from school, or on the school site.

E Scooters cannot currently be ridden on a UK public road, cycle lane or pavement and those doing so are committing an offence. E Scooters can be ridden on private land with the landowners permission. Because of the large, hilly, busy and diverse nature of our school site it is not appropriate for e-scooters to be ridden or brought onto our school site and therefore Lovelace withholds permission for them to be on our grounds.

Bicycle Checklist

Bicycle Size

As a guide, when sitting on the saddle the rider should be able to touch the ground with the toes of both feet.

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Too big | <input type="checkbox"/> Too small |
|----------------------------------|------------------------------------|

Saddle

The saddle should be at a comfortable height (see above), the safety mark on the stem should not be visible and it should not be loose.

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Too high | <input type="checkbox"/> Too low |
| <input type="checkbox"/> Loose | <input type="checkbox"/> Safety mark on stem visible |

Frame/Forks

Cracks, bends or rust can seriously weaken a frame or forks.

- | | | |
|---------------------------------|----------------------------------|-------------------------------|
| <input type="checkbox"/> Rusted | <input type="checkbox"/> Damaged | <input type="checkbox"/> Bent |
|---------------------------------|----------------------------------|-------------------------------|

Brakes

Brakes should be checked before every ride. Apply the front brake and push the bicycle forwards.

If the front wheel turns, the brake is not working properly. Repeat with the rear brake. When sitting on the saddle, the rider must be able to reach and operate the brake levers. The brake blocks should grip the rim of the wheel when applied, and should not be worn. Cables should not be frayed.

- | | | |
|--|---|---|
| <input type="checkbox"/> Missing | <input type="checkbox"/> Worn or missing brake blocks | <input type="checkbox"/> Do not work |
| <input type="checkbox"/> Frayed cables | <input type="checkbox"/> Levers touch handlebars when applied | <input type="checkbox"/> Rider cannot operate levers properly |

Handlebars

Handlebars should be the same height as the saddle. The safety mark on the stem should not be visible and they should not turn independently of the front forks.

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Too high | <input type="checkbox"/> Too low |
| <input type="checkbox"/> Loose | <input type="checkbox"/> Safety mark visible |

Pedals

The pedals should spin freely and be fitted with amber pedal reflectors.

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Missing | <input type="checkbox"/> Cotterpin/nut missing |
| <input type="checkbox"/> Broken | <input type="checkbox"/> Reflectors missing |

Tyres

Tyres should be pumped up hard. Pinch the sides of the tyre together; if they squash easily it needs pumping up. The tyre tread should not be worn or split.



Not pumped up



Worn or damaged

Wheels

Wheels should spin freely without rubbing against the frame, forks or brakes, and they should not wobble from side to side. Check the wheel nuts or quick release levers are fully tightened before every ride.



Buckled



Hub nut loose or missing



Spokes missing



Quick release lever loose

Chain

A loose chain may come off and get caught in the wheels. Check the chain by placing a pencil under the bottom part of it and lifting it. It should not lift more than 2cm. The chain should be oiled about once a month.



Too loose



Too tight

Reflectors

Bicycles should have a red rear reflector, a white front reflector, white or amber spoke reflectors (on each wheel) and amber pedal reflectors. They should be clean and securely fixed.



Missing



Broken



Dirty

Lights (if fitted)

Cyclists must have a working front and rear light when riding at night. They should meet the British Standard and be fitted centrally or on the right-hand side of the bicycle. Flashing lights should not be fitted to the bicycle.



Loose



Need new batteries



Broken



Incorrectly positioned

General

Check there are no loose items that could become caught in any moving part of the bicycle, or fall off during use.

Cycle Helmet (if worn)

Cycle helmets should have a CE mark and meet BS EN 1078 or Snell B.95. They should be a suitable size and worn correctly.



Incorrectly fitted



Damaged



Does not meet standard

Most cycle shops can give advice or carry out repairs.

It is a good idea to have your bicycle checked at a cycle shop once a year.

A SAMPLE QUICK BIKE CHECK

Trainers will want to spend as little time as possible checking bicycles. If the following routine is established, the time can be kept to a minimum. Trainers should not attempt to correct any faults.

When checking bicycles do not use excessive force.

The Quick Bike Check

1 Lift the front end of the bike by the handlebar stem

- a pat the front tyre to check the wheel is tight in the frame
- b squeeze the sides of the front tyre to check inflation
- c wobble the tyre/wheel from side to side to check there is no excessive bearing play

2 Return the wheel to the ground, apply the front and rear brakes

- a check that the brake blocks bear evenly on the rim
- b check that the cables inside the levers are free from fraying
- c check that there is no part of the mechanism missing
- d check by pushing the bike forward that the brakes work

3 Release the brakes; step over the front wheel and grip it between the knees

- a grasping the handlebar grips, check for side to side and up and down movement
- b check all levers on the handlebars are tightly fitted

4 Move towards the rear of the bike; grasp the saddle

- a check for movements up and down and side to side

5 Lift the rear of the bike by the saddle

- a pat the tyre in the direction of the rear drop outs to check the rear wheel is tight in the frame
- b squeeze the sides of the rear tyre to check inflation
- c wobble the tyre/wheel from side to side to check bearing tightness

6 Ask the rider to work the pedals by hand whilst you continue to hold rear wheel off the ground by the saddle

- a work the back gear lever from one extreme to the other (whilst the rider pedals by hand) to check the chain will not throw off the largest or smallest sprockets and jam
- b repeat using the front gear changer to ensure the chain will not throw off the chainrings
- c wobble the pedals side to side in turn to check there is no excessive play in the bearings or in the bottom bracket



Lovelace Primary School

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School Cycle Parking Permit

Cycling to School – Important Notice to Parents

While Lovelace School wishes to encourage an increase in the number of pupils cycling to school, the decision as to whether your child is competent to negotiate such hazards as may present themselves on the route from home to school and back must be yours.

If you wish your son/daughter to cycle to school, please complete the form below to give permission for this. We will then issue a permit for your child to cycle to school and to use the cycle parking on the school site.

Please check your own insurance policy as the school's insurance does not cover loss or damage to bicycles.

Cycle Helmets

Pupils are advised to wear a correctly fitted cycle helmet and when visibility is poor, use appropriate reflective clothing and bike lights.

Conditions for Your Child Cycling to School Independently

1. All bicycles must be in a roadworthy condition.
2. Cyclists must ride sensibly and follow the Highway Code.
3. Approved cycle training must have been taken and Bikeability 2 achieved (available to years 5 & 6)*
4. All bicycles must be locked securely in the approved cycle parking area.
5. *Cycles should not be ridden on the school grounds.*

Lovelace School reserves the right to revoke this permit in the event that these conditions are ignored.

Name of Pupil..... Date of Birth.....

Class..... Cycle colour.....

Cycle make..... Model.....

Details of any cycle training received and successfully completed (E.G. Bikeability 2).....

Date achieved.....

*** If your child has not successfully completed cycle training to Bikeability 2 standard he/she may use the cycle park but we must have an additional letter to say that he/she is accompanied by an adult to and from school.**

I accept the above conditions and request permission for my child to be given access to cycle parking at the school.

Signed _____ Date _____

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