

CYCLE PERMIT PROTOCOL

This form details the agreement between The Forest School and its pupils and parents, which clarifies conditions for a permit for pupils cycling to school and the actions that will be taken if the agreement is not complied with. This is to be used as a way of encouraging safe, responsible and courteous cycling.

The Forest School actively wishes to encourage an increase in the number of pupils cycling to school under the Safer Routes to School scheme. However, the decision as to whether the child is competent and road safe must be made by the parents. The Forest School does not accept liability for any consequences of that decision.

The Forest School fully supports pupils who wish to walk or cycle to school since it improves their health and fitness, benefits their general development and reduces traffic outside the school making conditions safer for everyone. It is important that we know the numbers of children cycling to school even on an irregular basis in order that we can make appropriate storage facilities available.

The school cannot accept responsibility for loss or damage to bicycles brought onto school premises. Parents are encouraged to take out appropriate insurance to cover loss or damage to bicycles.

CONDITIONS OF CYCLES AND SAFETY GEAR

Pupils **MUST** wear a correctly fitted bicycle helmet and use appropriate reflective clothing and bike lights when visibility is poor. It is essential that bikes ridden to school are road worthy and regularly maintained. This should include conditions of tyres, brakes (front and back), steering, lights, reflectors and chains.

IT IS THE RESPONSIBIITY OF PARENTS/CARERS TO ENSURE THAT ALL EQUIPMENT RELATING TO CYCLING TO SCHOOL IS SAFE AND FIT FOR PURPOSE.

CONDITIONS FOR CYCLING TO SCHOOL

THE SAFETY OF THE PUPILS AND OTHER ROAD SAFETY IS OF PARAMOUNT IMPORTANCE

1. All bicycles must be in a roadworthy condition (this includes being fitted with adequate, working front and rear lights)
2. Cyclists must ride sensibly and follow the Highway Code
3. Approved bicycle training must have been undertaken, where available
4. All bicycles must be locked securely in the approved bicycle parking area
5. Cyclists must wear a correctly fitted cycle helmet
6. Cycles are not to be ridden on school premises unless part of an organised activity

The Forest School reserves the right to revoke this permit in the event that these conditions are not complied with.

Failure to comply will result in:

No valid Bicycle Permit	Incident 1	<ul style="list-style-type: none">➤ Staff on duty will record details.➤ Community Leader will advise parents/carers by telephone and issue the pupil with a Bicycle Permit Form for completion.➤ A Bicycle Permit will be issued upon return of the form.
No Valid Bicycle Permit	Incident 2	<ul style="list-style-type: none">➤ Staff on duty will record details and sign Pupil's Consequence Card➤ Community Leader will advise parent/carers by telephone that the pupil cannot bring a cycle to school until a permit is applied for➤ A further Bicycle Permit Form will be issued to the pupil for

		completion.
No Valid Bicycle Permit	Incident 3	<ul style="list-style-type: none"> ➤ Staff on duty will record details and sign Pupil's Consequence Card. ➤ Community Leader will advise parent/carers by telephone that: ➤ Bicycle will be retained and locked in the school bicycle park awaiting parental collection. ➤ Community Leader will ascertain parental permission for the Pupil to get home by other means or wait in school for parents to collect him. Parental meeting with AHT and CL.
No Bicycle Helmet <i>(The Forest School has a duty of care to ensure that pupils leave the school with the correct safety helmet)</i>	Incident 1	<ul style="list-style-type: none"> ➤ Staff on duty will record details and sign Pupil's Consequence Card. ➤ Community Leader will advise parent/carers by telephone and request parental permission for the Pupil to walk home with the bicycle.
No Bicycle Helmet <i>(The Forest School has a duty of care to ensure that pupils leave the school with the correct safety helmet)</i>	Incident 2	<ul style="list-style-type: none"> ➤ Staff on duty will record details and sign Pupil's Consequence Card. ➤ Community Leader will advise parent/carers by telephone that: ➤ Bicycle will be retained and locked in the school bicycle park awaiting parental collection. ➤ Community Leader will ascertain parental permission for the Pupil to get home by other means or wait in school for parents to collect him. ➤ Pupil's Cycle Permit will be withdrawn for one month. Parental meeting with AHT and CL.
Un-roadworthy bicycle <i>(The Forest School has a duty of care to ensure that pupils leave the school with a roadworthy bicycle – this includes front/rear lights in poor visibility)</i>	Incident 1	<ul style="list-style-type: none"> ➤ Staff on duty will record details and sign Pupil's Consequence Card. ➤ Community Leader will advise parent/carers by telephone and request parental permission for the Pupil to walk home with the bicycle. ➤ Pupil must not cycle to school until the bicycle has been fixed. ➤ Parents/carers must inform the Community Leader in writing that the necessary repairs have been made.
Un-roadworthy bicycle <i>(The Forest School has a duty of care to ensure that pupils leave the school with a roadworthy bicycle – this includes front/rear lights in poor visibility)</i>	Incident 2	<ul style="list-style-type: none"> ➤ Staff on duty will record details and sign Pupil's Consequence Card. ➤ Community Leader will advise parent/carers by telephone that: ➤ Bicycle will be retained and locked in the school bicycle park awaiting parental collection. ➤ Community Leader will ascertain parental permission for the Pupil to get home by other means or wait in school for parents/carers to collect him. ➤ Pupil's Cycle Permit will be withdrawn for one month. Parental meeting with AHT and CL.
Failure to cycle safely	Incident	<ul style="list-style-type: none"> ➤ Staff on duty will record details.

or comply with the Highway Code	1	<ul style="list-style-type: none"> ➤ Community Leader will advise parents/carers by telephone regarding concerns about safe cycling.
Failure to cycle safely or comply with the Highway Code	Incident 2	<ul style="list-style-type: none"> ➤ Staff on duty will record details and sign Pupil's Consequence Card. ➤ Community Leader will advise parents/carers by telephone regarding concerns about safe cycling. ➤ Pupil's Cycle Permit will be withdrawn for one month. Parental meeting with AHT and CL.