

# CYCLING TO PRIMARY SCHOOL GUIDANCE

## 1. KEY ELEMENTS OF PROJECT:

Key Element	Description
<b>Cycle Parking</b>	Secure and sheltered cycle parking within the school grounds. Personal storage lockers also to be provided where not already available to pupils.
<b>Cycle Training</b>	On road and off road cycle training provided by the Council's Road Safety Section or resources bought in from Greater Manchester provider.
<b>New and improved Cycle Routes</b>	Safer cycle routes to schools will be developed by the Council's Cycling Officer. Routes will consist of off road cycle tracks, quiet/traffic calmed roads and cycle crossings on busy main roads. The make up of cycle routes will vary depending on the location of the school.

## 2. FUNDING OF KEY ELEMENTS:

Key Element of Project	Funding Source
<b>Cycle Parking</b>	School's Travel Plan funding allocation or other funding source.
<b>Cycle Training (First Year)</b>	Local Transport Plan capital funding for first year as an initial set up project.
<b>Cycle Training (Subsequent Years)</b>	Road Safety Revenue budget, Safety Camera revenue or other revenue funding streams.
<b>New and improved Cycle Routes</b>	Local Transport Plan or various other funding sources and integration within other highway schemes/planning applications.

## 3. CYCLE TRAINING TO BE PROVIDED:

Level	Description of Cycle Training
<b>Level 1</b>	Beginners and basic training skills – held off road and teaching children how to control, balance and manoeuvre. Aimed at Year groups 1-6.
<b>Level 2</b>	Introduction to on road cycling – held on quieter roads in groups, children learning where to position themselves when riding on the road and how to observe traffic, signal, turn/manoeuvre safely and basic Highway Code. Aimed at children over the age of 9 years, including Year group 5-6.

## 4. SELECTION OF SCHOOL FOR PROJECTS:

Selection Process	Criteria
<b>Stage 1</b>	School to have a Travel Plan.
<b>Stage 2</b>	Assess catchment area of school and the routes that pupils will potentially use to cycle to school. Aim is to identify the number of pupils that can potentially cycle to school predominantly off-road.
	School has no off-road cycle track connections (Project to include only Year groups 5-6, because on road cycle training cannot be given to children below this Year group)
	School has off-road cycle track connections (Project to include all Year groups 1-6)
<b>Stage 3</b>	Priority given to schools that have off-road cycle track connections because more children are able to take part in the project.

## 5. OPERATION OF PROJECT FOLLOWING SELECTION OF SCHOOL:

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Process	Description
<b>Stage 1</b>	School to identify pupils who wish to cycle to school. This could be established through a School Travel Plan Questionnaire.
<b>Stage 2</b>	School to prepare drawing showing the route, each pupil identified in stage 1, will take to cycle to school.
	For Year groups 1-4: if a pupil is unable to cycle to school predominantly off road using cycle tracks then he/she will be advised not to cycle to school.
	For Year groups 5-6: if a pupil has to cycle to school on main roads then he/she will be advised not to cycle to school.
<b>Stage 3</b>	The Council's Cycling Officer to audit the cycle routes identified in stage 2 and determine what improvements may be necessary. All improvements will be noted for future implementation but depending on the scale and number of these improvements it may take a number of years to fully implement all of them.
	As improvement measures and new cycle routes are implemented then more pupils will have the ability to cycle to school when being assessed under stage 2.
<b>Stage 4</b>	School to organise Open day for parents, perhaps associated with parents evening or summer fare. To include; showing cycle routes, maintenance for bikes/checking road worthiness; question/answer session for parents.
<b>Stage 5</b>	Parents sign a permit form to allow their child to cycle to school.
	Parents informed that they should accompany their child(ren) to school in the case of Year group 1-4. In the case of Year groups 5-6 it is parent discretion to accompany their child(ren).
<b>Stage 6</b>	Cycle training offered to pupils, including maintenance lessons.
<b>Stage 7</b>	School to install cycle parking facilities at the school if not already implemented.
	Implement those essential improvement measures identified in stage 2 that are necessary to enable the cycling to school project to function.
<b>Stage 8</b>	Pupils having gone through these stages are informed in writing that they can be encouraged to cycle to school.
<b>Ongoing</b>	Have a cycling champion at the school, plus a school programme of activities throughout the year to maintain momentum of the project.
	Undertake improvements to cycle routes identified in stage 3.
	School to provide a cycle use monitoring report and make available to Oldham Cycling Officer

View existing and potential cycle routes forming the Oldham Cycle Network at <http://www.oldham.gov.uk/oldham-cycling-map.pdf>