

Enquiries to: Eric Chasseray
020 8547 5826
Sustainable Transport Team

Sustainable Transport
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Spring Term 2022

Dear Head Teacher,

BIKEABILITY COURSES - Barrow Hedges

Weeks commencing Monday: **28/02/2021, 14/03/2022 & 28/03/2022**

AM course for 12 pupils (10:00-12:00) & PM course for 12 pupils (13:00-15:00)

Thank you for booking your Bikeability courses with us. This service is fully subsidised by Transport for London (TfL) and free to your school. On the reverse of this letter are **our terms and conditions of service and School Agreement slip to return to us.**

Bikeability is a regulated activity described in bikeability.org.uk. As a registered Bikeability provider we follow the latest Covid-19 Guidelines. Bikeability offers a range of tools and resources to include cycling in your curriculum bikeability.org.uk/tools-for-schools. They are a good way to introduce children and parents to our activities and encourage registration on our courses.

Each child will attend 2 sessions: Bikeability Level 1 describes the control skills required for road cycling. **Bikeability Level 2** is an introduction to road riding. The course is available to **Year 5 pupils and above**. Riders will be taken on suitable local roads where they should be able to demonstrate independent cycling.

TfL sets objectives for each Borough to encourage more people to cycle or walk. As part of our service, **they require each school receiving Bikeability to conduct a Hands Up Travel Survey for the entire school. This only needs to be done once a year.** A member of our team will get back to you after your training.

Please return your School Agreement slip at least 14 days before your first course(s) start.

If you are struggling to fill up all the allocated places please let us know as soon as possible and we will try to help. We will need a minimum of 2 weeks' notice if you decide to cancel or modify your booking.

If you have any other queries you can contact me on 020 8547 5826.

Yours sincerely



Eric Chasseray
Sustainable Transport Officer, Cycle Training

Bikeability Courses Terms and conditions

We use secure electronic registers to manage all bookings.

It is a condition of service that you use our electronic Bikeability Register to:

- Confirm the agreed number of courses and dates
- Allocate registered pupils to each course.
- Include any additional child information to help with the training
- Include number of SEND children
- Include number of children receiving Pupil Premium

The link to your register has been emailed separately to the school office. For security **the school will require a Google Account to access and edit the Bikeability Register.**

Our courses run over 5 days for 12 children. Each child will need to attend 3 sessions.

We can run shorter courses for smaller groups. Please contact us for more details.

The Sustainable Transport Team provides courses free of charge however a fee will apply if you, the school, cancel a course at short notice (less than 2 weeks) or the expected number of pupils is below the agreed number. **Please complete the commitment slip attached and return to us so we can allocate instructors to the course(s).**

Please find enclosed **Information for Parents and Conditions to be sent to parents. They will need to complete our on-line [Registration Form](#)** accessed by searching “Cycle Skills for Children” section of the Kingston or Sutton Council websites. Each entry will show in your register.

In order for this cycling course to run smoothly, **you, the school, will need to provide the following:**

- A clear playground space for control skills practice
- Help dealing with pupils presenting behaviour that may affect the safety of the activity
- Keeping your Bikeability Register up to date each day
- Instructors access to toilet facilities
- Instructors access to a dry and warm shelter between sessions
- * Please provide pupils with High-Vis jackets for their on-road session (* if available)
- Bikes grouped together ready for inspection in advance of the session

Each child must have a roadworthy bicycle for each day of the course as well as appropriate clothes, British Standard Cycle Helmet and a bright shirt/jacket, or a Hi-Viz vest. This course is suitable for riders who have reasonable control of a bicycle, including starting & stopping quickly, swerving to avoid objects, looking around, including behind. **It is not suitable for complete beginners.**

The Sustainable Transport Team will provide:

- Level 1 & 2 Bikeability course free of charge.
- Reminder emails to parents the week before the course
- Nationally Accredited Instructors, DBS checked and First Aid trained
- Bikeability booklet, certificate and badges for every participant
- Feedback for each child at the end of the course
- Personal Protective Equipment

Bikeability School Agreement

Please sign the form below and return to the Sustainable Transport Team. **The course(s) will not have instructors allocated until this form is received by our office.**

The **school agrees to the terms and conditions** attached to this letter. For a course cancelled or modified with less than **14 days notice***, the school will be invoiced **£40 for each vacant place and up to £480 for a 12 pupils course***.

School name:

**Full Name of staff
filling this form:**

Date

Please email back to: sustainable.transport@kingston.gov.uk

If you would like to discuss your bookings please contact Eric Chasseray on 020 8547 5826 or email eric.chasseray@kingston.gov.uk

***We can arrange shorter courses with less pupils if you give us enough notice**

***You won't be charged if Covid-19 affects your school or if a child cannot attend due to health reasons.**