



# Brighton Hill Community School

Making success inevitable

## Cycle to School Policy

### Introduction

- Students of all ages are allowed to use bicycles to travel to and from school
- It is the responsibility of the Parent / Guardian to inform the school if they wish for their child to cycle to and from school
- Parents / Guardians are responsible for the roadworthiness of the bicycles. The school takes no responsibility for the roadworthiness of the bicycles
- Parents / Guardians are advised to take out insurance cover for bicycles as the school carries no insurance cover for loss or damage
- Neither the Governors of the school, Hampshire County Council, the Headteacher or Staff accept any liability whatsoever for damage to or loss of bicycles whilst on the school premises and will not be liable for death or personal injury unless they were negligent
- Students riding their bicycle to school must enter and exit the school site via the Quilter Road gate. This is a pedestrian area so cyclists must dismount at this point. Students are asked to enter the school site via this entrance to avoid heavy traffic that is often present at the entrance and exit to the school car park during the start and end of the school day
- The school reserves the right to ban any student from cycling to/from school for persistently failing to follow the expectations set out in this policy. The school may implement this ban if there are health and safety concerns

### Bicycles

- It is requested that Parents / Guardians read this policy and complete the electronic form (found here: <https://www.brightonhill.hants.sch.uk/bh-file-library/CycletoSchoolPolicy.pdf>) to declare their understanding of our recommendations before students cycle to school for the first time

- Spot checks will be completed to confirm that parents of cyclists have completed the form linked above.
- It is highly recommended that students wear appropriate headgear, e.g. bicycle helmet. It is the parents responsibility to ensure their child has a bicycle helmet and wears it whilst riding to and from school.
- It is highly recommended that bikes are fitted with working lights, particularly in the winter months where light may not be at its brightest at the start and end of school days.
- It is highly recommended that students wear reflective items (e.g. high visibility vests/jackets) over the top of their school coats when cycling to school. These high visibility items of clothing can then be stored when the students arrive safely at school.
- The only place where bicycles may be left is the bicycle shed & outside the Community Hall paved area (inside the perimeter of the green security fencing)
- Bicycles must be padlocked on arrival at school and should remain secured until the end of the school day.
- Bicycles must not be loaned to other students
- Parents / Guardians are advised to get their child to take the Cycling Proficiency Test
- Parents / Guardians should be aware of the 'Travel to School' map found in the school information section of our website. This resource can be located here:  
<http://www.brightonhill.hants.sch.uk/assets/BrightonHillSchoolJourneyMap.pdf>

## Rules for Children who Cycle to School

1. No student should bring a bicycle onto school premises unless their parent has already completed the MS form disclaimer (form found here: <https://www.brightonhill.hants.sch.uk/bh-file-library/CycletoSchoolPolicy.pdf>)
2. Students living within a reasonable walking distance of school are encouraged to consider whether bringing a bike to school is necessary.
3. Child cyclists must observe the Cyclists' Code, and permission to bring a cycle onto the school premises will be withdrawn unless the child shows an adequate knowledge of the Code:
  - a) In meeting traffic, keep to the left; in overtaking, always pass on the right.
  - b) Signal with right hand when you wish to turn to the right, and with the left hand for a left turn. Give plenty of notice to oncoming traffic, but better still get off the cycle and walk with it when turning right.
  - c) Be courteous to other road users.

- d) Never ride more than two abreast; in traffic always ride in single file.
  - e) Never ride in the middle of the road, even when the road is clear.
  - f) When turning from one road into another, keep to the left-hand side of the road from which you are turning and do not cut the corner. Refer to point b.
  - g) Never carry anyone on the cycle.
  - h) Never carry bags hanging from your handlebars.
  - i) When the road is wet, ride with special caution and do not apply your brakes suddenly.
4. Cyclists must enter into Quilter Road and dismount before walking the cycle into the school grounds via the pedestrian area at the Quilter Road gate. This is to reduce the risk of students encountering traffic at the entrance and exit of the school park at potentially busy times within the school day; therefore reducing the risk of any possible accident which may result in injury.
  5. Cyclists must dismount before entering the school gates and must not cycle on the school premises. On leaving school, students must not mount until they are on their correct side of the road, facing the direction in which they intend to ride.
  6. Permission to cycle to school will be withdrawn from students who break the terms of this policy

<b>Author:</b>	Mr Guy Wilkinson (Assistant Headteacher)
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<b>Next review due by:</b>	September 2025
<b>Approved by:</b>	Mr Chris Edwards (Headteacher)

**PARENTAL APPLICATION FORM FOR BICYCLE PERMIT**

Student Name: ..... Tutor Group: .....  
PLEASE PRINT

Address: .....  
.....

Telephone Number(s): .....

**BICYCLE**

Details (e.g. make, colour): ..... Distance from school: .....

Does your child have a helmet?  
(the school strongly recommends that safety helmets should be worn) YES  NO

Is your child's bicycle of a suitable size? YES NO

*It is your responsibility to ensure that your child's bicycle is safe and in good working order*

Is the bell in good order? YES NO

Are the brakes in good condition? YES NO

Are the reflectors and white patches clean and effective? YES NO

Are the lamps adequate? YES NO

Is there a suitable carrier on the bicycle?

YES

NO

- I give my permission for the above named student to cycle to school and request permission for them to park in the bicycle storage areas
- I accept full responsibility for the bicycle and its usage and will not hold the school responsible for any loss or damage, however it is caused
- I have received, read and understand the policy statement regarding the using of bicycles for travel to and from school and for parking them on school premises
- I understand that the school does not accept responsibility for damage, accident or loss – owners/users of bicycles do so at their own risk
- I understand the school’s recommendation regarding the use of a helmet and accept responsibility for ensuring my child wears a helmet when travelling to and from school on his/her bicycle
- I understand that my child is asked to enter the school site via the Quilter Road gate and is expected to walk with his/her bicycle at all times whilst on the school grounds.

Signed: ..... Date: .....  
 (Parent / Guardian)

**Please return this application form to RECEPTION for the attention of Mrs Julie Grinham for authorisation**

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***For Office Use:***

Permission has been given for the above named student to park their bicycle on the school site.

Signed: ..... Date: .....  
 (Head of Year)

Permit Number: .....