



CYCLE PERMIT APPLICATION FORM

With parents' and carers' assistance, we aim to ensure that our students' cycling is as safe as possible on the extremely busy roads – we put your child's safety first. To support us with this we would appreciate it if you would check your child's cycle at regular intervals to confirm that it is roadworthy.

Students who cycle to school are required to wear a cycle helmet on their journey to and from school for their own safety. Please can you also check cycle helmets regularly to ensure they are in good condition.

We suggest that you provide a cycle lock to safeguard your cycle whilst it is on the school premises. Racks are provided for storage and cycles should be locked to the rack by passing the chain through the rear wheel and the rack. Whilst the cycle area is covered by CCTV surveillance, the school cannot accept responsibility for loss or damage to a cycle. In applying for a permit, you signify that you accept the risk of loss or damage.

I wish to apply for a permit for my son/daughter to cycle to and from Churchdown School Academy and agree to the following:

- a) The school cannot be held responsible for loss or damage to the bicycle whilst on the school premises
- b) The school has the right to withdraw the permit if my child breaks the Churchdown School Academy Cycling Code (see over)
- c) My child's bicycle may be inspected to ensure it is roadworthy (this may be carried out by the Police) and that he/she will wear a cycle helmet to and from school
- d) Parents and students will be aware of the danger of cycling on roads with fast moving traffic and thus cyclists are advised to take the Cycling Proficiency Test

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We collect the following information from you in order to allocate cycle permits and to ensure that you have checked that your child's bicycle and helmet are roadworthy and in good condition. This information, in accordance with our Privacy Policy, will be kept up to 7 years after which time it will be securely destroyed.

Student name Tutor group

Is your child's bicycle roadworthy?

Is your child's cycle helmet in good condition and the correct size?

Make of bicycle Frame number

Name of parent/carer

Signature of parent/carer Date



The School Cycling Permit : Conditions

- No student may bring a cycle on to the school premises unless permitted to do so by the Headteacher
- Cycle permits will not be issued until a completed application form has been submitted, duly signed by parents/carers
- Students are expected to abide by the Churchdown School Academy Cycling Code
- Permits will be withdrawn if students do not follow the Cycling Code

Churchdown School Academy Cycling Code

- Be courteous to other road users
- Cyclists must wear safety helmets at all times when cycling
- Always ride in single file
- Never carry anyone on your cycle
- Never carry items hanging from your handlebars
- Cyclists must dismount from the Melville Road roundabout and must not cycle on the school premises or across the school field
- Once you have locked your cycle, do not return to the cycle shelter until you collect it at the end of the school day (the cycles are under CCTV surveillance)
- Always carry your cycle permit with you so that you can show it to teachers on duty
- On leaving the school, students must not mount until they are on the correct side of the road, facing the direction in which they intend to ride
- Do not cycle on pavements unless there is a marked cycle lane

RETURN FORM TO:

Mr J O'Connell
Senior Deputy Headteacher