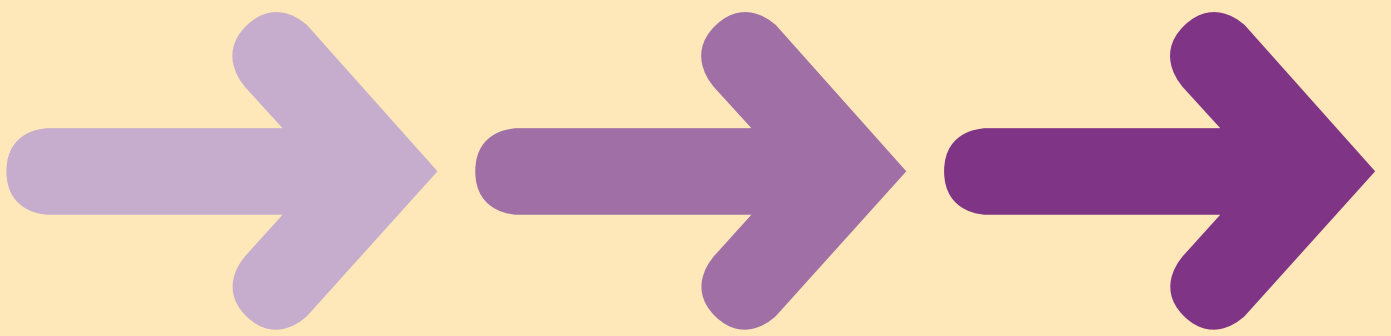


On Your Bike Guidance book



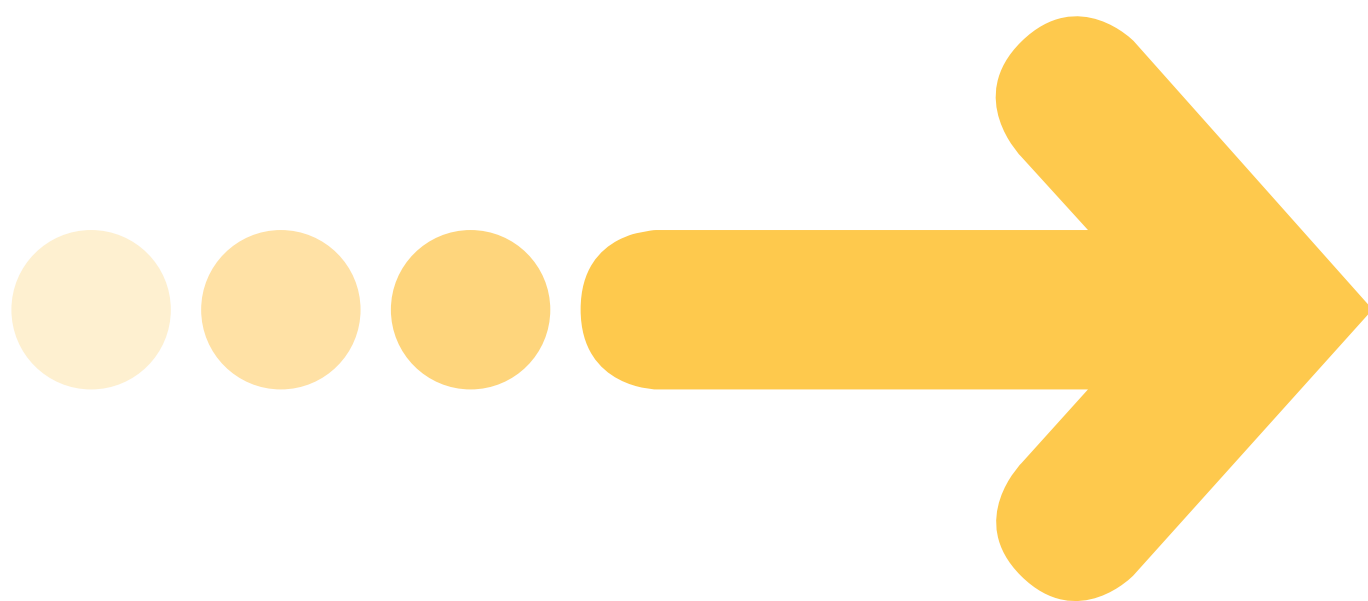




On Your Bike Guidance book

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Introduction

This guidance booklet has been produced to assist schools in their understanding of cycle initiatives and the funding available and hopes to inspire and enable schools to engage with cycling.

After completing a School Travel Plan (STP), the school will be able to incorporate many of the initiatives within this document in their STP Action Plan.

There are many national and regional projects which can involve pupils, parents and staff. Many families are now car dependant on the school journey. However, when pupils are asked how they would like to travel to school there is always a much greater preference to cycle. The initiatives and projects featured in this guidance encourage families and individuals to cycle to school and provide schools with the resources to promote a key area of physical activity.

Why is cycling a good choice...

for you?

- Regular cyclists enjoy a fitness level equal to that of a person ten years younger.
- Cycling at least twenty miles a week can reduce the risk of heart disease to less than half that for non-cyclists who take no other exercise.
- Cycling exercises your joints, muscles and heart.

for your pocket?

- Bicycles require no road tax, MOT, insurance, license or fuel expenses.

for the planet?

- Twenty bicycles can be parked in the same space taken up by one car.
- To make a bicycle requires only a fraction of the materials and energy needed to make a car.
- Bicycles produce no pollution and hardly any noise.



Curriculum resource pack

The Transport for London cycle curriculum pack has been designed to complement the existing National Literacy and Numeracy strategies and History, Geography and Design Technology QCA guidance.

Subject	Theme	No of Lessons
Literacy	Lance Armstrong biography	5
	Mulga Bill – ballad poems	5
Numeracy	Tour De France number work	4
History	Changes in bikes since Victorian times	2
Geography	Developing bike routes in the local area	7
Design Tech	Design a top suitable to wear for cycling	6



The pack will also include assembly resources and useful information regarding national cycle projects.



Pupil challenges

Each term there will be a national competition which will result in the winner and their school receiving a great prize. The competitions will run as follows:

Autumn term: Design a poster promoting cycling to school.

Spring term: Design a cycle racing jersey.

Summer term: Can you win the Tour challenge.

Your local School Travel Advisor will contact your school and advise you of the competition start and finish dates along with the competition rules.

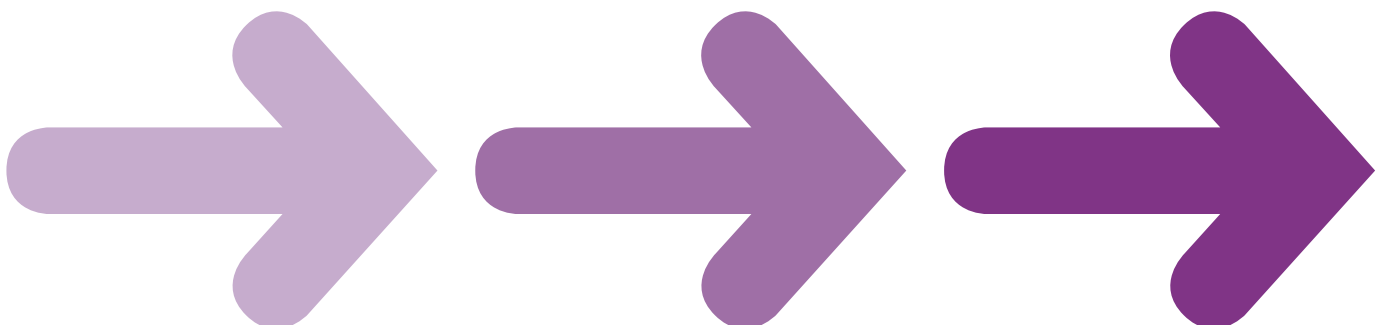
European Mobility Week

Transport for London's School Travel Planning Team produced a series of assembly resources for schools in 2006. One of the assemblies has a focus on cycling and is available free to all London schools. You can obtain a copy of this free resource from:

The School Travel Planning Team

Tel: 0207 027 2939

Email: STA@tfl.gov.uk



Cycle training for all

Cycle training tends to be supervised by the local authorities Road Safety Team or Sports Development Department. In some cases local authorities use their own staff and have their own structured way in which the necessary cycle skills will be taught. Other local authorities bid for money from Transport for London and arrange for cycle companies to deliver all the required training for schools, families and individuals. Cycling England, the national body promoting cycling for the Government, have recently endorsed a new cycle training syllabus entitled 'The new National Standard'. The new syllabus ensures that pupils receive more practical road skills training.

There are a number of companies that can be used to deliver the required cycle training.

Information about cycle training is available at:

CTC National Cyclists Organisation

National Cycle Training Helpline 0870 607 0415

Web: www.ctc.org.uk

Life Cycle UK

Web: www.lifecycleuk.org.uk

Cycle Training UK

Web: www.cycletraining.co.uk

Cycle Instructor

Web: www.cyclinginstructor.com

London Cycling Campaign

Web: www.lcc.org.uk

London school of cycling

Tel: 020 7249 3779

Company of Cyclists

Web: www.companyofcyclist.com

To ensure that cycle training becomes a regular option within the schools' extra curricular programme you may wish to consider asking staff and parents whether they would consider being trained as cycle instructors. The school would then become less reliant on the available funds of the local authority. Funding may be available to help with the costs of instructor training. For more information contact the CTC Helpline or your School Travel Advisor.



Bikeability

Bikeability training gives children the skills to ride their bikes safely in the 21st century. It is provided in three stages to small groups by trainers accredited to deliver a new National Standard, a modern day cycle proficiency test. Training is initially given off road, on a playground for instance (level 1) and subsequently supervised on road (levels 2 & 3).

Cycling England has received additional Government funding so more children can receive free or subsidised Bikeability training where it complements existing cycle training and other accessibility work. It will initially be trialled with 3000 children across England in order to gear up for a national rollout of the scheme from spring 2007 when thousands of children will have the chance to achieve the new Bikeability award. The aim is that by 2009 half of all Year six pupils in England will be trained through schemes awarding Bikeability. The award will consist of a badge, booklet, certificate and a letter to parents.

So look out for Bikeability schemes from your local council.

Information about Bikeability and the pilots are available at:

Web: www.bikeability.org.uk



Go Ride

Cycling is a fantastic way for our children to keep fit and healthy and that's why we at Transport for London are supporting British Cycling's Go-Ride programme.

The scheme encourages kids to have fun on their bikes whilst learning new cycling skills. Millions of school children own bicycles and that's why we're encouraging schools to get involved in the Go-Ride programme.

British Cycling will support teachers to set up and deliver regular coaching sessions within the school environment. This could be part of the school curriculum during a PE lesson, or as part of an extended schools programme. Over 100 Go-Ride session plans are available and can be delivered on a playground or on a school field. British Cycling will also help you to set up an after-school club and develop effective links with local cycling clubs so that your pupils have somewhere to take their interests further.

Setting up your own Go-Ride School Club will benefit your school by:

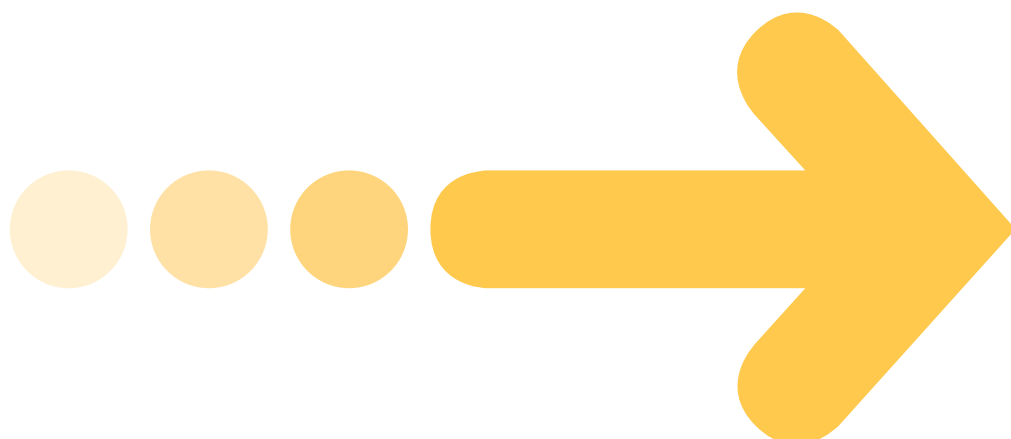
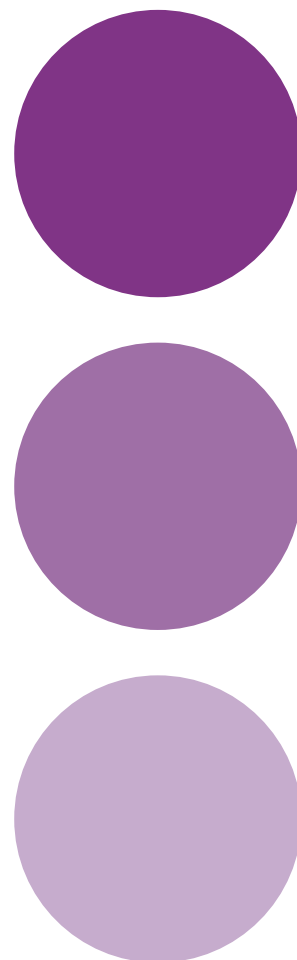
- Providing the opportunity for interested pupils to participate in cycling.
- Helping the running of your school's out-of-hours programmes.
- Bringing cycling to a wider range of young people.
- Meeting aspects of 'Every Child Matters', 'Healthy Schools' and 'Sustainable Schools' agendas.
- Providing the chance to hold official competitions at school events.
- Offering coaching expertise and leadership in cycling at school.

Information about British Cycling's Go Ride programme is available at:

Tel: 0870 871 2000

Email: Go-Ride@britishcycling.org.uk

Web: www.britishcycling.org.uk





Go Bike!

What is the Go Bike! scheme?

Go Bike! is an incentive scheme for pupils, parents and staff interested in cycling to school. The participant is given a card in which to collect stickers every day they cycle to and from school. The scheme is completed in stages and at each stage the participant is rewarded.

These items are all branded with the Go Bike! logo.



Levels	Qualifying stage	Reward
Level one	5 days	pen and pencil
Level two	5 days	rubber and ruler
Level three	10 days	pencil case
Level four	15 days	water bottle
Level five	15 days	shoulder bag
Level six	20 days	waterproof
Level seven	20 days	t-shirt



If the participant continues cycling to school after completing level seven they have the opportunity to win a new bicycle or cycle vouchers for a local cycle shop.

Level eight winners:

Participants wishing to qualify for the level eight reward must cycle a further 30 times upon completing level seven. They will be entered into a raffle and the winner's name will be pulled out of a hat. The winner will collect their reward which will be either a new bike or cycle vouchers.

The scheme aims:

- To encourage pupils, parents and staff to cycle to and from school
- To promote cycling as an all year round activity
- To encourage all family members to participate

Information about Go Bike! is available from:

The School Travel Planning Team

Tel: 0207 027 2939

Email: STA@tfl.gov.uk





The Mayor's School Cycle Parking Programme

The Mayor's School Cycle Parking Programme complements a range of measures implemented by TfL and the London boroughs to make cycling to school a more attractive and viable option for parents and young people. The initiative fulfils a main objective of the London Cycling Action Plan, to increase cycle parking at schools.

Mayor Ken Livingstone said:

'This is a fantastic opportunity for us to encourage young Londoners to take up cycling by providing them with the best modern cycle parking facilities. The scheme will reward those schools, colleges and local authorities that are already developing cycling, as well as giving those that are less advanced an incentive to get started.'

Schools will be considered eligible to receive cycle parking facilities from this programme if they submit a School Travel Plan which identifies the need for cycle parking and they actively seek cyclist training for their students. Schools must indicate within their school travel plan how much existing cycle storage they have and what new cycle facilities they require.

Please be advised that the following are *not* part of this programme:

- Nursery and infant schools
- Schools who previously benefitted from the programme
- Cycle parking for staff

If you are not eligible to participate in this programme, you can speak to your local School Travel Advisor about other funding.

Information about the Mayor's School Cycle Parking Programme is available from:

The Projects & Promotions Officer
3rd Floor, Parnell House
25 Wilton Road
London SW1V 1LW

Tel: 020 7027 9220

Email: schoolcycleparking@streetmanagement.org.uk

Web: www.tfl.gov.uk





Community Cycling Grants Scheme

Groups can apply for a grant of up to £5,000 per project. Projects that are currently supported by other existing TfL or borough programmes would not be eligible.

Grants will be considered for schemes which:

- Demonstrate and promote cycling, and build confidence of infrequent or lapsed cyclists, new to cycling in London.
- Reach out to groups underrepresented in the cycling community such as women, children/youths, ethnic groups and people with disabilities.
- Increase access to cycling for groups where opportunities are limited by income, equipment, skills, information or confidence.
- Develop projects with local partnerships with other non-cycling specific organisations (e.g. travel plans, health, nature and heritage).
- Provide positive messages supporting the status of cycling to the public.

Most cycle projects have objectives which overlap. These can be broken down into the following categories:

- Youth groups
- Maintenance projects
- Adaptive cycling for people with disabilities
- Cycling for health
- Cycle training
- Cycle Rides
- Schools cycling projects

Application forms and guidelines were prepared by the Cycling Centre of Excellence at TfL, with input from partner organisations. The grant criteria and application forms are available for electronic download at: <http://www.tfl.gov.uk/cycles/projects/community-grants.shtml>

Information about the Community Cycling Grants Scheme is available from:

London Cycling Campaign
2 Newhams Row (Off Bermondsey St)
London
SE1 3UZ

Tel: 020 7234 9310

Web: www.lcc.org.uk



Bike to School Week

Bike Week is a nationwide campaign of local cycling events. In 2006 1,500 local events attracted more than 250,000 participants. Most events are free to enter and many are suitable for novices. The events are organised by local authority departments and outside organisations and individuals. These are registered with the National Bike Week organisation. Bike Week normally starts on the third Saturday in June and finishes the following Sunday.

A School Travel Advisor working in partnership with their local Cycling and/or Road Safety Officer may decide to promote Bike Week to all schools in their borough and encourage schools to organise unique events based on their requirements.

At the same time as Bike Week, Bike2Work Week runs as a specific campaign to encourage cycle commuting. In association with the charity Leukaemia Research, the Bike2Work campaign offers events, ideas and resources. A Bike2Work Week event could be organised for school staff.

Bike week can provide you with useful advice and promotional resources when organising a Bike Week event.

Bike Week

HQ
10 South Pallant
Chichester
PO19 1SU

Tel: 0845 612 0661

Web: www.bikeweek.org.uk

In 2006 Cycling England established Bike to School Week as an annual event in the calendar and gained significant press coverage. Building on this success it is proposed that, as with the official Bike Week, funds are used to support the development, planning and running of events and activities in schools for Bike to School Week. This will be held in the final week of April. Please regularly check the website for further updates.

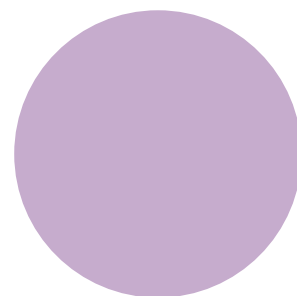
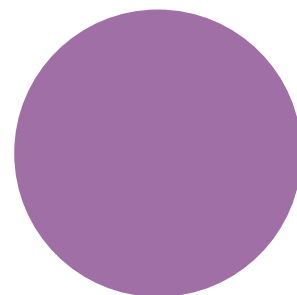
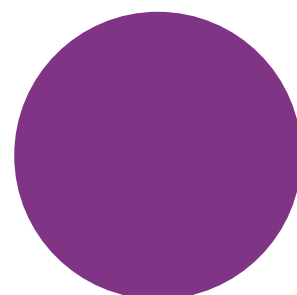
A leading theme of Bike to School Week will be cycle training with promotional opportunities such as launching Bikeability schemes, Go Ride, Go Bike! and Transport for London's new Cycle Curriculum pack (Key Stage 2 only at the moment).

Bike to School Week

Tel: 020 7340 0452

Email: cycling@bluerubicon.com

Web: www.cyclingengland.co.uk





Bike IT

Bike IT is a nationwide scheme which aims to increase the number of young people cycling to school and on other journeys. The project is funded by the cycle industry and Cycling England and through a 2 year TfL pilot project for London from 2006.

The first four Bike IT Schools Officers were based in Derby, York, Manchester and Bristol, and worked with 40 schools over 11 local authorities. The participating schools were selected for their enthusiasm for cycling, taking into account the potential to increase cycling in the area and the level of support available from the local authority. On average, cycling was quadrupled in the participating Bike IT schools.

Bike IT is designed to make the case for cycling in School Travel Plans, nurture school champions and demonstrate that cycling is popular, even in schools without a cycling tradition. The project adds to local investment in cycle routes and bike sheds by involving pupils, teachers and parents and enabling them to take the small steps which are necessary to make a real difference.

Transport for London is funding a pilot Bike IT programme with six London boroughs. If successful more London projects may follow. The following six boroughs were chosen for the first year:

- Camden
- Greenwich
- Havering
- Islington
- Newham
- Southwark

Information about Bike IT is available from:

Carl Pittam
Sustrans
Regional Director for London
70 Cowcross Street
London
EC1M 6EJ

Tel: 020 77336 8203

Fax: 020 7336 8204

Email: carlpittam@sustrans.org.uk

Web: www.sustrans.org.uk





Case studies

Sustainable level – Case Study

Ambler Primary School – Islington



What was achieved?

- Delivery of 'on road' before school cycle training (Level 2).
- Delivery of 'off road' after school cycle training (Level 1).

Who was involved?

Islington Road Safety, Special Projects Team and Ambler Primary School.

How did you do it?

- Through the school's STP surveys and the Working Group meetings the demand and enthusiasm for cycling was identified.
- Islington's Cycling Officer liaised with the school STP Co-ordinator (the deputy head) and arranged a suitable time to give an assembly about cycling, its benefits to our health and the environment, and explained how the training would work.
- The STP Co-ordinator sent a whole school letter home to parents to gauge the level of interest and enable pupils of all ages to register for their preferred course, choosing either level 1 or 2 and stating whether they preferred sessions before or after school.
- From this information Islington's Cycling Officer and the STP Co-ordinator organised two courses.
- The Cycling Officer and members of the Road Safety Team delivered three 6-week courses 'on road' (level 2) before school and a 5 week 'off road' (level 1) after school cycle training course in and around the school grounds.
- It was positively received by the school and the pupils.

Plans for the future?

- The school is currently waiting for their cycle storage through the Mayors School Cycle Parking Programme, which they qualified for through the approval of their STP.
- The school are also taking part in the 'Bike IT' project.
- The STP Co-ordinator is looking into the possibility of a pool bike system in the school.



Higher standards level – Case Study

Tyssen Community Primary School – Hackney



What was achieved?

- Increase in pupils cycling to school, from 0% in 2005 to 7% in 2006.
- Bicycle parking in a prominent place, taking away car spaces.
- Bike pool of 21 bikes, some purchased from Trek at 40% discount.
- Set-up of in-school bike maintenance 'repair room' & storage.
- National Standard cycle training for 78 pupils & 9 adults.
- Numerous in-class and extra activity sessions on a cycling theme.
- Winning of funds from TfL's Green Corridors scheme for a cycle path link along the school's road to the National Cycle Network.

Parent: 'I did cycling proficiency at school and hated it. But I saw the cycle training my son did this term and everyone was having fun.'

Teacher comment on classroom science sessions: 'I thought they'd be bored after 20 minutes but they loved it all!'

Who was involved?

Tyssen Community Primary School, STA Bikes, Hackney Council, Trek, Sustrans.
Sue Windross, Head Teacher.





Higher standards level – Case Study

Tyssen Community Primary School/continued

How did you do it?

Tyssen has put together a package of measures to promote cycling at the school.

- The increase in cycling levels was experienced during the time when years 3 and 4 were undertaking cycle training. 40 pupils were trained.
- The cycle parking was installed using the DfT/DfES Capital Grant from the School Travel Plan, supplemented by the school's own capital funds.
- The bike pool was secured via STA Bikes. Funding was from Hackney's cycle training budget of the Borough Spending Plan (BSP) 2005 – 2006, of which STA Bikes was joint contractor. One element of the tender was to set up bike pools, for which STA Bikes thought Tyssen would be a good prospect, on the basis of NOF-funded cycling work at the school in summer & autumn 2005 (New Opportunities Fund – now the Big Lottery Fund). Between December 2005 and February 2006 an old toilet was converted into a bike store and workshop, and 8 children's and 5 adults' bikes were purchased. They belong to STA Bikes and are used at other schools and activities, e.g. for teaching at Skinners' Company's Secondary School for Girls and the 'Bikes in the Parks' holiday activities, open to all Hackney residents. The pool also owns 3 trailers for transporting bikes by bicycle!
- Tyssen allowed Cycling England to market research branding of the cycle training National Standard in the school. As payment CE offered 4 bikes. Then a STA Bikes worker gained a 40% discount from bike manufacturer Trek, and Tyssen's Head Teacher, Sue Windross negotiated with CE so that the school received the cash instead of 4 bikes. This enabled the school to purchase 8 bikes from Trek instead. Total pool: 16 children's (16, 20 and 24 inch) and 5 adults' bikes.
- Classroom sessions: STA Bikes helped to devise a school Health and Science week and designed and delivered a one-hour lesson on 'Cycle Science' looking at design, materials and what you can do with a bike. The instructor taught this to 5 classes in Years 3, 5 and 6 comprising about 120 children. He took bike parts into the classroom for children to handle and discuss, and used a video show of historical and modern weird and wonderful bike designs, ending with floating and flying bikes, and the instructor's own ride to his wedding in a Bangladeshi cycle rickshaw – to the delight of a girl from a Bangladeshi family.
- Weird Bikes Trials: There was a 'Healthy Fair' in the Health and Science week towards the end of the Spring term. We took a selection of unusual bikes for children and adults to try out, including a recumbent and a folder. We were besieged by children all afternoon, including visitors from nearby Jubilee School.
- Hackney Council is working on a scheme to link the school to National Cycle Network (NCN) Route One, running up the Lea Valley. There is the possibility of combining funds from TfL's Green Corridors scheme with Sustrans' Safe Links To School scheme for this, which would cost £150,000 and run from the school on Oldhill Street, across the busy Upper Clapton Road, through local estates and on to Springfield Park to the NCN.

Higher standards level – Case Study

Tyssen Community Primary School/continued

Funding

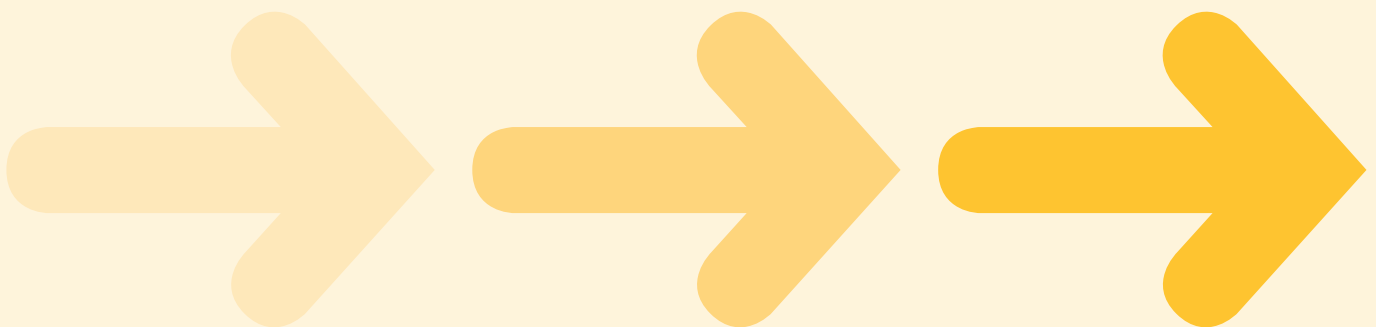
- **Bike Pool:** For 8 of the bikes, £500 from Cycling England plus 40% Trek discount.
- **Cycle path link:** £110,000 from TfL Green Corridors scheme and £40,000 from Sustrans Safe Links to School programme, funded by DfT.

Time

- **Bike Pool & maintenance/storage room:** December 2005 – present date.

Plans for the future?

- Cycling to be embedded in the curriculum.
- **Aim:** Every child who leaves the school to be capable of cycling to secondary school. And their parents.





Outstanding level – Case Study
New City Primary School – Newham



New City Primary School is London's first 'Cycling School of Excellence'.

What was achieved?

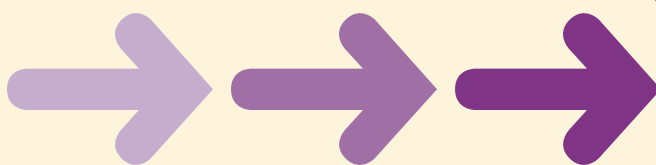
- The establishment and continual running of a successful cycling club, with over 160 members and 300 bikes.
- Successful Bike Week event with 100 children cycling to Thames Barrier Park in June 2006.

Liz Bowgett, Enrichment and Learning Co-ordinator: 'The ride was an amazing time with parents and children taking part together.'

Who was involved?

New City Primary- Enrichment and Learning Co-ordinator and Senior Management, Transport for London, Sure Start, Good Going.

For more information please contact Liz Bowgett at New City Primary School.



Outstanding level – Case Study

New City Primary School/continued

How did you do it?

- Cycle Training at the school in 2002 identified a desire amongst pupils to cycle to school.
- School had issues of children not owning bikes, and theft of bikes brought up the issue of storage in 2002.
- School gained secure cycle parking through Mayors Cycle Parking programme in 2004.
- Bikes were collected from local 'Wombles' group and the rubbish dump. Bikes bought back to school and restored by school and local secondary pupils during 2003-2004.
- 2003 – Bike Club met two days a week for fun games, and parents encouraged to take part.
- 2004 – The school granted funding from Back the Bid and Lottery Awards grant. These were used to purchase bikes and container on site to store them in.
- 2005 – Liz Bowgett trained as National Standards Instructor.
- 2006 – School made contact with Metropolitan Police safer neighbourhoods team, and organised for a police escort for Bike rides.
- 2006 – Thames ride: school promoted events with local press and organised for consent letters and sufficient parent volunteers.

Funding

The school has secured a range of funding from organisations such as TfL, Lottery Awards, Sure Start, Police Fund for stolen goods, and Good Going.

Time

In order to run the Bike Club twice weekly it involves around 5-6 hours of time per week. The Bike Week Thames Barrier ride takes at least a month to organise.

Plans for the future?

- The school intends to further the growth and expansion of their Bike Club after TfL funding which has been used to resurface their back playground and for floodlighting for use all year round. This will allow children from neighbouring schools and local after school clubs to take part in Bike Club.
- 6 parents will be trained as National Standards Instructors.
- They wish to have an on site maintenance workshop so pupils can be taught how to maintain their own bikes as well as to further embed cycling in the curriculum through all age groups.

For further information or additional copies of this guide please contact:

The School Travel Planning Team:

Email: STA@tfl.gov.uk

Tel: 0207 027 2939