



# Norwich Road Academy

## Bicycle and Scooter Policy

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| Date of policy              | June 2024    |
| Member of staff responsible | H. Archibald |
| Review Date                 | June 2026    |

# Bicycle and Scooter Policy

At Norwich Road Academy, we support pupils cycling and riding a scooter to school as a form of transportation. We understand that cycling and scooting to school has a positive impact on student well-being, health and fitness. It also alleviates parking challenges around our local community.

To ensure the safety of all students and staff, upon entering the academy grounds, pupils must dismount from their bicycles or scooters and walk them to the bicycle and scooter storage facilities. Bicycles and scooters are the personal belongings of individual pupils and must be appropriately stored within the bike storage facilities. No pupils should return to their bike or scooter during the school day, without permission.

## **Storage**

The bicycle and scooter racks are available on the academy site to store scooters and bicycles, these racks are located next to the library. We recommend that all cycles and scooters are securely locked to a rack.

## **Permission**

Any children or child who cannot or will not follow the expectations of this policy are at risk of the academy prohibiting them from bringing any bike or scooter onto the school site.

## **Safety**

We strongly recommend that all children who cycle to school are accompanied on their journey, until a parent or carer is confident that their child has the skills to travel unaccompanied. Children should also wear helmets when cycling/scooting. These should fit well and conform to current British standards. We also recommend the use of high visibility garments during the winter months. Fully working lights should also be in place. We want to keep our pupils safe and support them to make responsible choices.

All cyclists should be aware of the rules of the Highway Code that relate to cycling and should follow these at all times. We recommend that parents spend time discussing road safety with their child before they travel on their own. They should also identify the safest cycling route to school with their child and point out particular hazards and danger points.

## **Parents and Carers**

Whilst we wish to encourage our pupils to travel to the academy in both a healthily and environmentally friendly way, the decision as to whether a child is competent to negotiate the hazards along their route lies with parents or carers. Norwich Road Academy does not accept liability of any consequences of that decision. If an older child is travelling alone, parents must be confident in their road sense and their safe decision making while travelling.

## **Bicycle Maintenance**

Cycles ridden to the academy must be fully road worthy and properly maintained. Regular checks should include:

- Fully working brakes
- Stable wheels and pumped up tyres
- Stable and straight handlebars and tyres
- Effective front and rear reflectors in place
- Working front and rear lights.

## **Liability and Insurance**

The academy is not liable for property brought onto the premises, and are therefore **not** liable for pupils' bicycles or scooters being stolen or damaged by a third party while they are on the academy site. The school's insurance **does not** cover cycles on the premises, so parents are advised to make their own arrangements. **Responsibility for children while they are on their way to or from school rests with parents.** We promote safe and responsible behaviour in our community. However, the academy can take no responsibility for the safety of children outside school.

## **CYCLE AND SCOOTER EXPECTATIONS**

**By bringing your bicycle or scooter on to the academy site, you are agreeing to the following:**

1. Bicycles and scooters only access the academy via the front entrance.
2. Within the academy grounds, cycling and scooting is **NOT** permitted. We encourage everyone who accesses our site to do so in a safe and courteous way.
3. Bicycles and scooters are to be dismounted at the academy entrance and walked along the paths and must be done sensibly and considerately.
4. Bicycles and scooters brought to school must be in a good, safe working order and must be fitted with working brakes. If we have a concern about the safe working order of a bike or scooter, we will let parents or carers know and prevent children from using them for travelling home.
5. Bicycles and scooters are to be stored in the bike racks provided, next to the library. Bicycles and scooters must be locked with an appropriate bicycle lock supplied by the bicycle owner.
6. Bicycles and scooters are brought and stored on school grounds entirely at the owner's risk.
7. Pupils should not, under any circumstances, tamper in any way with another pupil's bicycle, scooter, lock or helmet. Any pupil found to have done this, particularly in a way that might endanger the user's safety, will be expected to pay for any damage caused and have their own cycle privileges withdrawn. Further sanctions may be applied in accordance to the academy behaviour policy.
8. Parents will be notified if pupils do not adhere to the academy's Bicycle and Scooter Policy. This may lead to the pupil being refused entry with their bicycle or scooter onto the academy site. After one formal warning, if there is a further infringement, permission to bring a bicycle or scooter onto the academy site will be withdrawn. If we are concerned about pupil safety, we may keep a bicycle or scooter secure until we are able to contact a parent or carer.
9. Any pupils riding dangerously, on public roads, on public footpaths, or being disrespectful to others on the way to school, or when leaving school, may also have their bike privileges withdrawn. The academy Behaviour Policy will also be referred to when managing this.
10. Whenever notified of any concerns regarding a pupil's manner of travel, or use of their bicycle or scooter, we will let parents or carers know.

**It is highly recommended that students wear a cycle helmet when riding to and from the academy.  
We cannot be held responsible for any accidents that may occur to and from school.**