



## **SCHOOL TRAVEL POLICY**

**Date of Last Review:** February 2016

**Date of Next Review:** February 2019

**Responsibility:** Mrs H. Suman

**Advisory Body Signature:**

## The Ravensbourne School Travel Plan awarded:

Outstanding 2013/14

Outstanding 2014/15

Outstanding 2015/16

### Key partners:

- Jo Loveridge – Travel Plan Advisor
- David Jarred & Nathan Campbell – Bromley Council Cycle Officers (Bikeability and other cycle related events)
- Val Currie - Bromley Council for Road Safety student talks and workshops
- Lauren Revell – PCSO/Bromley Safer Transport Team

At TRS we recognise both the environmental and health benefits of reducing car use for travelling to and from school. We continue to promote safe and healthy modes of transport, such as safe cycling and walking to school. Cycling gives children freedom as it provides an opportunity for independent travel. The school encourages cycling and walking as safe and affordable means of getting to and from school with minimal impact on the environment. Parents are responsible for the safe transport of children. We also encourage an awareness of safe journeys to and from school and appropriate conduct when using public transport.

### **1. Our school would like to promote safe and healthy travel in the following ways:**

- a. All pupils encouraged to undertake cycle training if they have not already done so. Cycling proficiency courses are available for all pupils from Year 7 onwards. Different levels of cycling proficiency courses are offered to allow students to develop their knowledge and improve their cycling skills.
- b. Bromley Council offers ‘Doctor Bike’ where students can learn how to maintain their bikes for safe and effective use.
- c. PCSO officers offer invisible bike and helmet marking to prevent theft.
- d. As part of the curriculum on health, safety, environment and welfare.
- e. In the form of competitions; i.e. ‘Walk to School Week’ competition for years 7 & 8 was run in June 2015. Students were awarded points and prizes for walking to school. They also competed against Bullers Wood students who collaborated on the project.
- f. Continue to seek support from local police officers with reinforcing laws outside the school gates and the surrounding areas, such as wearing seat belts, keeping within speed limits and dropping children off in suitable areas.
- g. Use of Youth Travel Ambassador Team (YTA) to promote safe travel to and from school to form groups. YTA’s also campaign to raise money to improve facilities and equipment for students.

**2. All pupils will be encouraged to;**

- a. Provide and be responsible for their own bicycles and locks.
- b. Wear clothes that are visible to other road users.
- c. To be courteous to road users and to cycle and walk in accordance with the Highway Code.
- d. Car pool where possible.
- e. Encourage peers to walk and/or cycle to and from school.

**3. All pupils will be expected to;**

- a. Wear a helmet when cycling.
- b. Investigate a suitable cycle or walking route for their journey to and from school.
- c. Let parents/guardians know the route they will be using.
- d. Report any problems with their route to either the school or their parents/guardians.

- 4.** In order to help with this travel policy the school provides a safe, sheltered place for bikes and helmets to be stored (pupils/parents/guardians are responsible for the locks for both the bike and helmet locker).

- 5.** Any issues regarding pupils walking and cycling to and from school are to be raised with the Headteacher.  
Any child using a scooter will be expected to follow the relevant parts of this policy.

Shoes with wheels are NOT permitted at school under any circumstances.

- 6.** Parents and staff are encouraged to source other ways of getting to school to reduce the harmful effects on the environment e.g. car pool, walking, use of bus, train etc. One way in which this is encouraged is during the promotion of the annual 'Walk to School Week' and 'Cycle Awareness Week'.

**7. Evaluation**

We will continue to evaluate the impact of this school travel policy in conjunction with the team at Bromley Council. This will be in the form of annual student surveys, staff surveys and parent surveys. This information will all be fed into the annual school travel plan review and is available to parents and staff on request.

Youth Travel Ambassadors also meet on a weekly basis to review the procedures the school has in place for travel and to seek new ways to encourage our students to travel safely.

## Guidance

Partnership with parents and a clear understanding of responsibilities will help to support safe school travel. While the school will provide a cycle storage area and cycle training for students, the decision to allow a child to cycle or walk to school rests with parents. **We strongly recommend that all children who cycle to school are accompanied by an adult, until such time as the parent is confident the child has the knowledge and skills to be allowed to cycle unsupervised.**

## Liability and insurance

When travelling by car, parents/guardians are responsible for ensuring that students are dropped off in a safe, designated area. Schools are not liable for property brought onto their premises, and are therefore not liable for pupils' bicycles being stolen or damaged by a third party while they are at school. 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. The school can take no responsibility for the safety of children outside school.

## Storage

The cycle shed is available on school premises. We recommend that all cycles are securely locked to a stand. Storage for helmets and other cycle equipment is also available in the shed. If there is space, scooters may also be stored in the cycle shed. We recommend that cycles are clearly marked or post coded and that all equipment is named. The bike shed is locked securely once all bikes have arrived in the morning and unlocked again at the end of the day to increase security.

## Training

All pupils will be encouraged to undertake cycle training if they have not already done so. Cycling proficiency courses are available for all pupils from Year 7 onwards. The school arranges for the borough to run courses at TRS which are free. Courses are offered at different levels to ensure progression and for children to develop confidence and knowledge in how to cycle on the roads. If children are unable to attend these then courses can be arranged via the Road Safety Unit in Bromley. Adult and family training is also available upon request.

## Maintenance checks

Bicycles ridden to school should be fully roadworthy and properly maintained. "Dr Bike" is available for support with this.

Regular checks should include:

- both brakes working
- tyres pumped up, and wheels not wobbling sideways
- handlebars and saddle straight and tight

- front and rear reflectors and wheel reflectors
- both lights working

When possible, the school will organise occasional checking, maintenance and post coding sessions in conjunction with the local police or road safety organisations.

## **Cycle Awareness**

All pupils are encouraged to cycle to school where it is suitable. To support this, Bromley Council Cycle Officers attend the school at various points throughout the year to improve visibility and awareness of cycling. On these visits, students are provided further information on cycling, given free bike checks and offered the opportunity to use the 'Smoothie Bike'; increasing their understanding of healthy lifestyles and exercise.

## **Safety**

Children must wear helmets when cycling. These should fit well and conform to current British standards. We also recommend the use of high visibility garments such as jackets or tabards. Lights should be in good working order.

All cyclists and pedestrians should be aware of the rules of the Highway Code that relate to cycling and walking. They should follow this at all times. We suggest that parents identify the safest cycling and walking routes to school with their children and point out particular hazards and danger points.

## **Useful Websites**

[www.bikeability.com](http://www.bikeability.com)

[www.transportforlondon.com](http://www.transportforlondon.com)

[www.met.police.uk/transport](http://www.met.police.uk/transport)

[www.bromley.gov.uk/info/547/road\\_safety-cycle\\_training](http://www.bromley.gov.uk/info/547/road_safety-cycle_training)