FOR SCHOOL USE ONLY

Date Received	Date Approved	Approval Signature	Permit Number

The Howard School Bike pass contract

Student Name: _____ Year:_____ Form:_____

Bike Model/Color:

Bike Serial Number (if known):

This agreement is valid during the school year 2026/2027 and must be emailed to office@thehowardschool.co.uk or given to the School Office.

Code of Conduct:

1. Students must ride sensibly and follow the Highway Code.

2. Students must ride single file and not in pairs or packs.

3. Students must not do wheelies or any other stunt that puts themselves or others at risk.

4. Students must not cause obstruction, stress or offence to other road users, pedestrians or members of the public.

5. Students must not interfere with any other cycle in the school.

6. Students must carry anything they need in a backpack, and they must never carry anything under their arm or hanging from the handlebars.

7. Students must not use their mobile phone or listen to any musical device when riding their bicycle to and from the Academy.

8. Students are expected to maintain their bicycles in good working order, including having working lights when cycling at night. Checks may be carried out at any time.

9. **A cycle helmet (which meets current Safety Regulations) must be worn when cycling and students are encouraged to wear high visibility items.**

10. **All cyclists must dismount when entering school premises and chain their bicycles in the appropriate bike shed. Within the School grounds, cycling is not permitted.**

11. The security of bicycles is the responsibility of the individual and their parents/carers. Measures should be taken to protect against theft. No students will be allowed into the bicycle shed during school hours without staff permission. Only bicycle riders may go into the bicycle shed before and after school

12. Parents will be notified if students do not adhere to the School's Bicycle Policy. This may lead to the student being refused entry with their bicycle to school. After two formal warnings, if there is a further infringement, permission to bring a bicycle on to the School Site, will be withdrawn.

13. Any students riding dangerously on public footpaths or public roads, being disrespectful to others on the way to school, or when leaving school, will also have their bike pass removed.

Please note that cycling or not being able to cycle to school, should a pass be withdrawn, cannot be used by a student as an excuse for late arrival. Parents should ensure that students are on time for school, and that if their Bicycle Pass is withdrawn they have an alternative method of getting to school. N.B. it is highly recommended that students wear a cycle helmet when riding to and from school.

Insurance: In addition parents / carers are advised to take out appropriate insurance cover or check their home insurance policy, as the school's insurance does not cover loss or damage to bicycles. Neither does it cover any liability the students incur due to their actions whilst cycling.

Sanctions: Breaching any parts of the code of conduct will result in the permit being cancelled and the student's right to cycle to school being removed. Initially this will be until the end of the half-term but potentially longer for re-offenders and in some cases permanently. Parents will be informed of the situation. Persistent/serious breaches of the code will result in further sanctions as deemed appropriate at the time.

If a student is caught riding onto the school site without a permit they will be given a two hour School Detention for breach of the Cycle Code of Conduct.

Student Name …… Signature …… Date ……

I will assume all risks associated with my child riding their bicycle to school, including injury to my child, loss, damage, and theft of the bicycle and helmet. I understand that it is my child's responsibility to store this item in a safe manner. Howard staff will not be responsible or held accountable for safeguarding a student's personal property. By signing below, I acknowledge that both …….. and I understand the information on this application and agree to the conditions for riding a bicycle to school.

Print Name …….. Signature …… Date ……..