



Cycle Friendly School Primary

Champion's Handbook



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Introduction

In this guide we'll explain the benefits of becoming a Cycle Friendly Primary School and guide you through the steps to becoming one.

Why cycling?

Right now, in Scotland, cycling continues to be a popular travel choice for many. That's because so many of you are seeing the benefits that cycling brings, like improving your health, saving you money and looking after the environment. We all understand the benefits of cycling but the real question is, how do you get more people cycling at your school? Cycling Scotland's Cycle Friendly Primary School Award is designed to help you do just that.

Why become a Cycle Friendly School?

Because our Cycle Friendly Primary School Award gives you an opportunity to reward the parents, teachers, and volunteers who are committed to increasing cycling at school. The Cycle Friendly Primary School Award is nationally recognised and is a great way for your school to show its commitment to cycling and active travel.

Yes that's right, without racing the Tour de France or competing at the Olympics, you are a cycle champion!

Your role as the school cycle champion is an important one because:

- **you will be our main point of contact throughout the awards process**
- **you will need to motivate and coordinate others**

The easiest and quickest way to make changes in your school is to bring together teachers, parents and pupils. It only takes one enthusiastic person to make big changes to your school by encouraging the different parts of your school community to work together. The role of the school cycling champion is essential to achieving the Cycle Friendly Primary School Award.





How to become a school cycle champion

- 1 **If not yourself, find someone in your school who is committed to helping your school achieve the Cycle Friendly Primary School Award.**
- 2 **Register your school for the Cycle Friendly School Award online at cyclinghub.scot/cycle-friendly/primary**
- 3 **Complete the short online self-assessment made up of 10 yes/no questions. An example self-assessment form can be found on page 11.**
- 4 **We will then contact you to provide recommendations or set up the next step.**
- 5 **We will visit your school to carry out a short assessment and provide support and advice if needed.**
- 6 **When your school is ready to receive the Award, you will receive a framed certificate, an outdoor banner to proudly display your success to your local community and some goodies for staff and pupils.**
You may even want to approach the local press to see if they will write a story about your award. You can find a template press release at cyclinghub.scot/cycle-friendly/primary

Assessment

You have already answered 'yes' to question 1 - does your school have a school cycle champion?

We'll now start to look at the other questions but something to bear in mind as we cover each topic is that you don't need to answer yes to all 10 questions to start the award process.

Cycle parking

There are lots of different styles of cycle parking available and the ease of use can vary greatly between them. If your school doesn't have cycle parking yet, don't worry as there may be funding available to help your school purchase some and there is plenty of advice available on what style suits your needs best.

Things to consider when looking at cycle parking are:

- **Location**
Is it convenient to use?
- **Design and installation**
Will it last and does it work well with the bikes that will be parked there?
- **Capacity**
How many bikes will be parked there?
- **Cost and funding available**

To find out more about funding please contact us on **0141 229 5350**. We will sign post you to any funding that might be available.

To find out more about cycle parking either contact Cycling Scotland on the number above or visit sustrans.org.uk and search for 'cycle parking for schools'.

Are there safer routes to your school and does your school have a travel plan?

The easiest way to find out is to ask your head teacher if there is a travel plan in place. If not, you need to map out all of the different routes used to get to school. You might want to speak to the school travel professional in your local authority to find out how to get one started. Alternatively, create your own school travel plan from scratch using our template at cyclinghub.scot/cycle-friendly/primary

Does your school have cycle parking and changing facilities?



Cycle parking and changing facilities are covered in questions two and three and are sometimes referred to as 'cycling infrastructure'.

Changing facilities

Ideally we would like to see every school have a dedicated changing room with lockers, benches and drying facilities but we understand that isn't always practical. What we are hoping for is that, if pupils or employees at the school need to get changed that space is made available for them. This can be made in the toilets by providing a bench, or even in a cupboard if it's big enough!

School Travel Plan

By having a school travel plan in place you will have met one of the essential self-assessment questions and increased your chances of getting funding for cycling projects.

Why not create your school travel plan with the help of your Junior Road Safety Officers and/or Parent Council?

Safer and attractive routes to school are one of the best ways of encouraging more people to cycle and there is lots of good information available on this subject.

- **Sustrans offers excellent advice on safer routes to school and have a section of their website sustrans.org.uk and a newsletter dedicated to it.**
- **Cycling Scotland's engineering team can offer expert advice on route planning and design, please contact **0141 229 5350** to find out more.**

It is hugely important that your school participates in the Hands Up Survey Scotland. This national survey helps create a picture across Scotland of how children travel to school, and the results can also be used to help shape and develop your school travel plan. It is the largest national dataset to look at travel to school across Scotland and provides recognised and established data on pupil travel habits for local and national reports and research.

For more information on the Hands Up Survey Scotland visit sustrans.org.uk



Is Bikeability Scotland being delivered in your school?

Bikeability Scotland is a cycle training programme that teaches children to cycle safely, to learn how to deal with traffic and, above all, gets children excited about cycling.

Go Mountain Bike

Go Mountain Bike is a course designed to improve your off-road riding skills. It is designed for both adults and children and is split into four themes:

1. Riding skills
2. First aid
3. Being independent and self-supporting
4. Sharing the outdoors

Each of these themes has five levels of ability so that there is something for everyone from the complete beginner to the confident mountain biker. Go Mountain Bike works perfectly as an after school project or after school activity. If you would like to find out more about Go Mountain Bike please visit gomtb.org.uk or call 0141 229 5350.

Setting up your own cycling club is another option and there are a number of projects available that make this easy to do:

- **Let's Ride** is designed to make offering your own led rides easy to do. We provide you with all of the information and resources you need to set up a series of rides in your area. To find out more and to register your rides visit cyclinghub.scot
- **Go Ride** offers children the ability to get involved in sport cycling, such as road cycling or cyclocross. To find out more please visit britishcycling.org.uk/go-ride

If you are already offering cycling outside of school, you could try offering it to the wider community by inviting pupils from other schools or clubs. By offering cycling to your community you will also be answering yes to question 10 of the self-assessment.

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Bikeability Scotland

There are three levels of Bikeability Scotland cycle training:

- **Level 1** training teaches pupils the basic skills of riding a bike, such as balance, control and making turns. It is usually delivered in P5 and takes place in the playground or another traffic-free environment.
- **Level 2** teaches pupils how to ride safely on the road and how to tackle basic junctions. It is usually delivered in P6 and takes place on quiet roads.
- **Level 3** teaches pupils how to ride more complex junctions and to plan journeys effectively. It is usually delivered in P7 or secondary school and takes place on-road.

If you would like to know more about Bikeability Scotland or want to train as an instructor, please contact Cycling Scotland or the Bikeability Scotland coordinator for your area. Contact details for both can be found at bikeability.scot



Is after school cycling promoted to children?

Encouraging cycling after school is a great way to boost the number of pupils cycling to your school.

Does cycling contribute to wider initiatives such as the Eco-Schools Award?

Cycling can link in with the internationally recognised Eco-Schools Award. Becoming a Cycle Friendly School helps you take a step towards becoming an Eco-School, to find out more please visit www.ecoschoolsscotland.org



Eco-schools Award

Cycling also fits in perfectly to the Transport and Health and Well-Being outcomes of the Curriculum for Excellence (CfE). We have prepared a package of lesson plans to support teachers in covering these outcomes as part of CfE. You will find lesson plans within your cycling pack or you can download them from cyclinghub.scot/cycle-friendly/primary

Cycling activities

- **The Big Pedal**
The Big Pedal is the UK's biggest school cycling and scooting annual event. The challenge involves schools from all over the United Kingdom and is a fantastic event for your school to be part of with some great prizes up for grabs. To find out more please visit bigpedal.org.uk
- **Pedal for Scotland**
Pedal for Scotland is the biggest mass participation bike event in Scotland with rides for all ages and abilities, including several Wee Jaunt rides, ideal for families and children. To choose a ride please visit pedalforscotland.org
- **Walk to School Week**
Walk to School Week is a walk to school campaign run by Living Streets to encourage parents, children and young people to make walking to school part of their daily routine. Scooting and cycling can contribute to this campaign. To find out more please visit livingstreets.org.uk
- **Bike Week**
During Bike Week there are events across Scotland to take part in and support is available via the Bike Week website for schools who wish to put on their own event. To find out more visit bikeweek.org.uk
- **Give Everyone Cycle Space**
Give Everyone Cycle Space is Cycling Scotland's annual road safety campaign asking drivers of cars, vans and lorries to give people on bikes enough space when passing - as much space as they would give a car. The campaign runs in April and May each year on TV, online and on billboards and buses.



Does the school participate in promotional cycling activities such as The Big Pedal?

As well as after school cycling clubs there are many other cycling activities and events your school can take part in.

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Case study

Cramond Primary School, Edinburgh

Cramond Primary School launched an "I Bike" crew with children from P4-P6 who helped plan a range of events over the year, such as Hi-Vis day where both children and bikes won prizes for the brightest attire. Competitions to design a mascot and create a groovy bike were also held.

A bike breakfast was very well received with over 200 children and parents attending a healthy breakfast after cycling or scooting to school. Two sessions of "Ditch the Stabilisers," saw the school's youngest pupils coming along with a parent and the I Bike helpers where they had great success at riding their bikes without stabilisers by the end of the session.

All P7 pupils went on a bike ride in the last week of term to try out the various safe routes they could take to get to high school from all areas of the catchment.

Four teachers and three parents have now been trained to deliver Bikeability Scotland cycle training to P6 pupils.



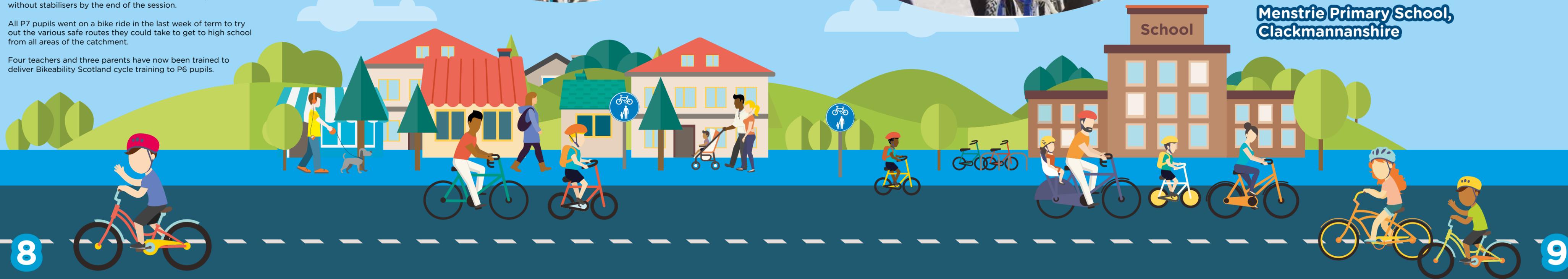
Menstrie Primary School introduced traffic calming measures around the school premises including a 20mph zone and a one-way entry system. A school travel survey was carried out to gauge school travel behaviour and the school travel plan is revised every year with the help of the school's Wider Learning Group.

Menstrie Primary School offers cycle parking, separate changing facilities for pupils and staff and a bike tagging initiative delivered by Police Scotland. Parents, teachers and pupils offer support to enable on-road delivery of Bikeability Scotland level 2 and there is an active group of Junior Road Safety Officers.

Menstrie Primary School also delivers lunch time sessions to pupils who cannot yet ride a bike and has strong links with the local nursery school.

Case study

Menstrie Primary School, Clackmannanshire



   [cycling.scot](https://www.cycling.scot)

Cycling Scotland



CYCLING SCOTLAND SCOTTISH CHARITY NO.SCO29760

For more information on the Cycle Friendly Primary School Award please contact:

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