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**Cycling Scotland**

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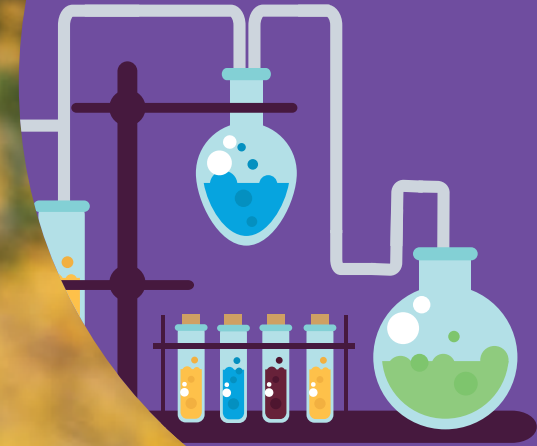
# Cycle Friendly Secondary School Award Handbook



# Cycle Friendly Secondary School Award

## Contents

What is the Cycle Friendly Secondary School Award?	3
Benefits of cycling	3
The step-by-step award process	3
Cycle training	4
Promoting cycling	4
Infrastructure required to encourage pupils to cycle	5
Case studies	6
Self-assessment form	10
Useful info	14





## What is the Cycle Friendly Secondary School Award?

Cycling Scotland's Cycle Friendly Secondary School Award is a nationally recognised award for all secondary schools in Scotland. Cycle Friendly Secondary School supports and champions those schools that are committed to increasing cycling amongst pupils and staff members.

There are a wide range of programmes, services, expertise and volunteers available to support secondary schools to increase levels of cycling. The Cycle Friendly Secondary School Award signposts and brings these together, while also helping schools to overcome any barriers towards cycling. This handbook provides all the information you need to help your school achieve the award. It highlights case studies, useful sources of information and tips on how your school can go about creating a 'whole school' culture of cycling.

## Benefits of cycling

Increased levels of cycling can improve health, mental well-being and the environment. It is recommended that young people from 5 – 18 should do at least an hour of moderate physical activity a day in order to remain healthy. However, 23% of boys and 31% of girls don't meet these guidelines. Encouraging pupils to engage in cycling can contribute towards their recommended levels of daily physical activity.

There are a number of associated benefits to increased physical activity including improved motivation and self-esteem. These benefits can help improve pupil attendance at school and encourage an eagerness to learn and experience new things.

Encouraging pupils to participate in cycling will be beneficial to the local environment. Increased levels of cycling can contribute to lower levels of traffic emissions locally and help reduce congestion on the roads surrounding the school. Believe it or not each short trip made by bike instead of car saves around 2kg of CO<sup>2</sup>.

**Cycling is the least polluting way of travelling after walking.**

## The step-by-step award process

- 1 Schools should identify a 'staff cycle champion' with the motivation to help the award process.
- 2 Schools should complete the short self-assessment form online at [cyclinghub.scot/cycle-friendly/secondary](https://cyclinghub.scot/cycle-friendly/secondary). This is quick and easy to do and allows us to identify the most appropriate support for you.
- 3 Cycling Scotland will feed back any recommendations and an action plan, offering a site visit where appropriate.
- 4 Once you have collected the supporting evidence we will carry out a short assessment visit.
- 5 Successful schools will receive the Cycle Friendly Secondary School Award and support with publicity.
- 6 Those schools that do exceptionally well (scoring over 90 points in their self-assessment) will be awarded Cycle Friendly Secondary School 'with distinction'.

To complete your self-assessment visit [cyclinghub.scot/cycle-friendly/secondary](https://cyclinghub.scot/cycle-friendly/secondary)



## Cycle training

Various different types of cycle training are available to pupils. On-road cycle training, such as Bikeability Scotland Level 3 or Essential Cycling Skills (16+) can be offered to pupils to extend and refresh their existing skills. Bikeability Scotland Level 3 training enables pupils to navigate complex junctions and plan journeys effectively. Opportunities are also available for staff and senior pupils to develop skills as leaders and trainers – ideal for wider achievement and CPD.

Off-road and adventure cycle training can also be incorporated through the Go Mountain Bike programme, and as part of wider award schemes such as Duke of Edinburgh.

More information about the different levels of training available can be found on the Cycling Scotland website [cycling.scot](https://cycling.scot)

Cycle maintenance training also proves popular with pupils. As well as creating opportunities for staff and pupil development, building up a maintenance capacity can be valuable for servicing school bike fleets.

Sport cycling coaching is available through Scottish Cycling, the governing body for cycle sport in Scotland. A network of regional development officers can help support delivery of sport cycling activity through the Go-Ride programme. Find out more at [www.britishcycling.org.uk/scotland](https://www.britishcycling.org.uk/scotland)

For pupils with additional support needs, Blazing Saddles is a unique “learning by doing” mobile all-abilities cycling service which provides advice, guidance and the adaptive resources to facilitate the inclusion of people with disabilities and additional support needs into mainstream cycling activities. Managed by FABB Scotland, the project works in partnership with national and local service providers to develop a network of all-ability hubs across Scotland. For information see the FABB website [www.fabb.org.uk/blazing-saddles](https://www.fabb.org.uk/blazing-saddles)

## Promoting cycling

Perhaps the easiest, but often overlooked, measure is promotion. What infrastructure, clubs, events or activities already take place in your area that you can tap into? Does information already exist to promote these, such as maps or posters? Information is most useful when it is readily available to pupils and staff.

What information would your school like that does not already exist? It may be useful to work with school partners such as your local authority to identify resources and consider the format your promotion might take.

There are a number of opportunities throughout the year to link your own promotion with national Bike Week and European Mobility Week. Other measures include incentives such as Dr Bike sessions, cycle challenges like Sustrans' Big Pedal and Pedal for Scotland, can also provide great inspiration for encouraging cycling. If you don't already have one, set up a Bicycle User Group in your school to help come up with ideas.





## Infrastructure required to encourage pupils to cycle

Pupils and staff members will be more inclined to cycle to school if they have somewhere secure, accessible and dry to store their bikes. Ideally, changing facilities and clothes lockers would also be made available to pupils and staff. Volume, type and style of cycle parking will depend on the school, but you can obtain some excellent guidance on parking from Cycling Scotland's engineering team and Sustrans Scotland.

If there isn't adequate cycle signage marking cycle routes within the area or 20mph zones within the vicinity of the school, it would be useful to work closely with your local authority to identify how this can be improved.

Several of the schools highlighted in our case studies have also been successful in funding bike fleets to help embed cycling in the PE curriculum, as well as support access to bikes in the local community. You may wish to investigate fundraising opportunities to procure your own fleet.

Again, a range of excellent information sheets on cycle parking, suppliers, bike hire schemes and how to roll these out can be found on the Sustrans Scotland website.

**Links to these pages are available at [cyclinghub.scot/cycle-friendly/secondary](https://cyclinghub.scot/cycle-friendly/secondary)**



# Case studies

Cycling Scotland were delighted to work with several schools to pilot the CFSS Award. Here are some of their experiences, we are grateful to them for sharing these with us.





# Larbert High School

Larbert, Falkirk / 1,750 pupils

## Action taken

- S1 Cycle Roadshows (targets 320 children every year)
- Dr Bike sessions
- Led bicycle rides
- Various promotions through the school website, notice-board, events, health promotion assemblies.
- Cycling to school is promoted and rewarded through 'Bring Your Bike to School' days, giving pupils the opportunity to swap their afternoon lessons for a range of outdoor activities.
- Staff/pupils Bicycle User Group (BUG)
- Cycling has now been integrated onto the S1 curriculum
- A fleet of bicycles is available for pupils to use
- Bicycle parking for pupils and staff
- 4 x 1/2 day slots for cycling activities

## Benefits

- The led cycle rides have helped get disengaged young people motivated in other school activities/school work, and teaching staff have noticed a marked drop-off in absenteeism in those taking part in the activities
- Taking pupils out of their comfort zone and improving their self-esteem
- More pupils are now doing exercise, therefore they are fitter and healthier
- Good rapport amongst pupils
- Cycling amongst staff has increased
- Pupils are enthusiastic about cycling, and those not participating in the led rides are eager to join in.



# St Ninian's High School

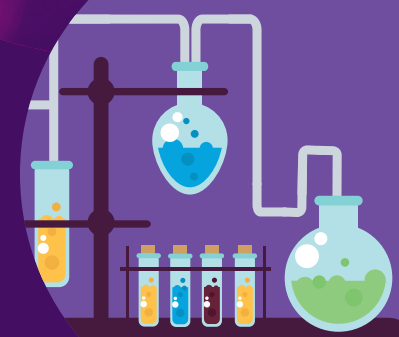
Kirkintilloch / 800 pupils

## Actions taken

- Targeting pupils who were in danger of becoming disengaged through delivery of various cycling skills provided an alternative pathway for learning.
- A cycling club was formed offering lunchtime cycle led rides along the Forth and Clyde canal path and bike maintenance taster sessions. Support from Sustrans I Bike programme helped ensure success.
- The club forged links with the existing Columba 1400 Leadership Course within the school and recruited several pupils who had a residential week in Skye.
- Static and digital noticeboards and a Twitter account, **@snhs\_cycling** were used to encourage cycling opportunities and display maps of upcoming routes.
- The club organised two events during Bike Week 2017. This included a ride to Lochwinnoch and a trip to Glasgow to experience using the city bike hire scheme followed by a ride.

## Benefits

- The led cycle rides proved so popular that full day trips to Millport and The Kelpies were organised
- Sustrans provided funding for Velotech training to teachers who will now deliver SQA National 3 Bike Maintenance within the curriculum.
- Pupils and staff can learn digital and spatial literacy skills using Digimap planning technology.
- Improved relationships between pupils and staff and amongst peers were noted.







# Kyle Academy

Ayr, South Ayrshire / 750 pupils

## Actions taken

- Cycling has been embedded into the curriculum (through PE) and a fleet of bicycles is available for the pupils to use in these lessons
- A successful after school bike club has been established
- The S2 environmental elective, along with S3 geography pupils have developed plans for a cycle skills course and loops within the school ground
- Bicycle maintenance training
- Incorporating cycling into the Duke of Edinburgh Award scheme
- Bicycle loan scheme out-with school hours
- Various promotional events
- Short multimedia presentations, showcasing cycling, that can be viewed in the dining hall at break time and lunchtime and during school assemblies.
- Led cycle rides
- Participation in traffic counts

## Benefits

- Fitter, healthier, happier pupils
- An increased awareness by pupils of the environment, sustainable travel and the importance of participating in physical activity
- All pupils get the opportunity to participate in cycling

# Self-assessment form

To qualify for the Cycle Friendly Secondary School Award, schools must score a minimum of 20 points in each of the three categories. Please note it is not essential to have every criteria in each category. Schools with a total score exceeding 90 will be awarded 'with distinction'. The following page provides a bit more information on each of the points in the self-assessment form, below.

**School Name**

**Local Authority**

**Cycle Champion Name**

**Contact Phone Number**

## Infrastructure

ID	Description	Points	Points accrued	Comments
1.1	Pupil cycle parking	4		
1.2	Designated staff cycle parking	2		
1.3	Convenient access to cycle parking	4		
1.4	Covered parking	2		
1.5	Designated visitor parking	2		
2.1	Changing facilities	2		
2.2	Showers available	2		
2.3	Lockers available	2		
3.1	Clear signage to/from nearby safer cycling routes and paths	4		
3.2	Designated on-site cycle paths	2		
3.3	On campus trails or skills development area	2		
4.1	Provision of local mapping	4		
4.2	20mph zone around immediate school area	2		
4.3	20mph zone in wider school area	2		
5.1	Access to pool bikes / loan bikes	4		
Total		20 / 40		



## Development

ID	Description	Points	Points accrued	Comments
6.1	On road cycle training offered	4		
6.2	Off road cycle training offered	4		
6.3	Led rides offered	4		
6.4	Progression and development routes clearly communicated	4		
6.5	Cycling Club	4		
7.1	Cycling established in mainstream curriculum for excellence	4		
7.2	Cycle maintenance training	4		
7.3	Volunteering opportunity	4		
7.4	Cycling offered as CPD for teaching staff	4		
8.1	Award scheme participation (DofE, Sports Leader Award etc.)	4		
<b>Total</b>		<b>20 / 40</b>		

## Promotion

ID	Description	Points	Points accrued	Comments
9.1	School Travel Plan development	4		
9.2	Participate in Hands Up Scotland Survey	2		
10.1	Active Bicycle User Group / Cycling Forum	4		
10.2	Staff cycle champion	2		
10.3	Pupil role models	4		
11.1	School/club bike events	2		
11.2	Cycle challenge or competition	2		
11.3	Partnership with community groups or local cycle clubs	4		
11.4	Cycling as part of school field trips	2		
11.5	Routine Dr Bike	2		
11.6	Extra-curricular cycling opportunities promoted	2		
12.1	Salary Sacrifice Cycle to Work scheme for staff	2		
13.1	Healthy Working Lives registration	2		
14.1	School staff cycle	2		
15.1	Engagement with local primary school cycle promotion	4		
<b>Total</b>		<b>20 / 40</b>		

# Self-assessment form

The following points explain the different criteria points on the Self-Assessment Form in more detail:

## Infrastructure

- 1.1 Secure cycle parking: Secure cycle parking must be in line with published guidance, favouring Sheffield parking stands (Sustrans provide more detailed information on cycle parking [www.sustrans.org.uk](http://www.sustrans.org.uk)).
- 1.2 Designated staff cycle parking: As 1.1 – this should be separate from the student cycle parking.
- 1.3 Convenient access to cycle parking: Cycle parking should have no unnecessary restrictions limiting access e.g. locked gates, be located in a prominent position.
- 1.4 Covered parking: Covered cycle parking is preferable so bicycles are not exposed to the elements.
- 1.5 Designated visitor parking: Visitors to the school should be clearly signposted to secure cycle parking.
- 2.1 Changing facilities: Changing facilities should be adequate for the number of users, be regularly cleaned and openly accessible to those who travel by bike. Seating should also be available.
- 2.2 Accessible showers: Showers should be available for both staff and students and be conveniently located for those who cycle.
- 2.3 Lockers provided: Storage provision for those who cycle to leave accessories and clothing in a secure place.
- 3.1 Clearly signed cycle paths: Existing path networks are identified both inside and outside school.
- 3.2 Designated on campus cycle paths: Ideally paths from main entrance to cycle parking to ensure cycling is as practical as walking and driving.
- 3.3 On campus cycle trails: Cycle trails such as skills loops, pump track, mountain bike circuits, cyclocross course etc.

- 4.1 Provision of local mapping: Cycle paths and safer routes in wider school community are clearly mapped and all school users have ready access to these maps
- 4.2 20mph zone around immediate school area: Local authority support for 20mph zone around school access points.
- 4.3 20mph zone in wider school area: School falls within wider 20mph zone.
- 5.1 Access to pool bikes/loan bikes: Students and staff are able to use bikes for school cycling activities. Additional points if bikes are available for loan outside school hours. School bikes must be supported with a routine maintenance schedule and should have usage logged (Sustrans provides more detailed information on bicycle loan schemes [www.sustrans.org.uk](http://www.sustrans.org.uk)).

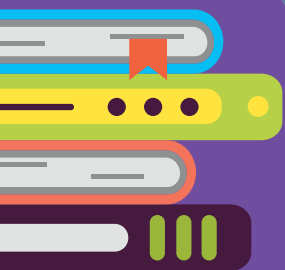
## Development

- 6.1 On road cycle training offered: Staff and pupils offered cycle training in line with national standard, preferably Bikeability Scotland Level 3 or Essential Cycling Skills.
- 6.2 Off road cycle training offered: Referring to skills development, such as Go Mountain Bike course.
- 6.3 Led rides offered: Pupils have the option to participate in social or recreational group rides out with campus, led by a member of staff.
- 6.4 Progression and development routes clearly communicated: Staff and pupils aware of resources and training opportunities to progress.
- 6.5 School Cycle Club: Established club for pupils interested in or wishing to get into cycling. This can consist of planning trips and events, rides, promoting cycling to the wider school etc.
- 7.1 Cycling established in mainstream curriculum for excellence: Cycling or bike maintenance embedded in mainstream curricular topics.



- 7.2 Cycle maintenance training: Opportunities for skills acquisition for pupils (and staff) to develop skills in cycle maintenance, ideally embedded in curricular time.
  - 7.3 Volunteering opportunities: Pupils have opportunities to develop through volunteering involving cycling e.g. delivery of Bikeability, Go Mountain Bike, helping with school cycle club.
  - 7.4 Cycling as staff CPD: Staff training and leadership qualifications recognised as CPD for staff.
  - 8.1 Award scheme participation (e.g. Duke of Edinburgh or Sports Leader Award): Pupils have the opportunity to participate in broader award schemes, with cycling as an integrated element.
- Promotion**
- 9.1 School travel plan development: Pupils and staff actively engaged in the school travel planning process and ensuring any existing travel plan is regularly updated.
  - 9.2 Routine travel survey: School travel habits monitored and findings published to wider school community. Participation in annual Hands Up Scotland Survey.
  - 10.1 Bicycle user group/forum: Those who cycle can feed into user forum, with consultation on any initiative which has a potential impact on cycling.
  - 10.2 School cycle champion: Named staff member with a responsibility for overseeing development of school cycle promotion.
  - 10.3 Pupil role models: Support available to help identify and equip peer role models to promote cycling.
  - 11.1 School/club bike events: Events offered by school or school based bike club and accessible to any pupil e.g. bike breakfast, rides etc. Can be during or after school.
  - 11.2 Cycle challenge/competition: Staff and pupils have option to participate in challenge events, such as Pedal for Scotland or cycle sport through competition e.g. cyclo-cross, mountain bike race, triathlon etc.
  - 11.3 Partnership with community groups or local cycle clubs.
  - 11.4 Cycling encouraged through school trips: Cycling incorporated into school trips.
  - 11.5 Routine Dr Bike: Drop in maintenance sessions offered to school users on a regular basis.
  - 11.6 Extra-curricular cycling opportunities promoted. Local cycling groups or events.
  - 12.1 Salary sacrifice Cycle to Work Scheme available to staff.
  - 13.1 Healthy Working Lives registration: School actively working towards HWL award.
  - 14.1 Staff seen to lead by example.
  - 15.1 Engagement with local primary school cycle promotion: Secondary staff and pupils involved with promoting cycling activities in cluster primary schools e.g. delivering talks, support with Bikeability Scotland training, led rides during transition year etc.

# Useful information





## **Sustrans** **sustrans.org.uk**

Sustrans provides support for Safer Routes to School and School Travel Plans. The Safer Routes to School section of the website includes case studies and information sheets on the following:

- Active travel – a guide to getting more secondary pupils walking and cycling
- Safer Routes to Schools
- Staying safe on the school journey

Various other useful documents on promoting sustainable travel to school are available from the Sustrans website including:

- School travel newsletters
- A Pedal Pack (which provides advice on organising a bike to school day or week)
- Bike shed monitoring forms
- A school bicycle loan scheme parent and pupil contract
- Information on how to integrate cycling into lesson plans

## **Cycle Streets** **cyclestreets.net**

A UK wide cycle journey planner which lets you plan routes from A to B by bicycles. Suitable from novice cyclists through to experienced cyclists.

## **Scottish Cycling** **www.britishcycling.org.uk/scotland**

Scottish Cycling is the national governing body for sport cycling in Scotland. Their Go-Ride programme is aimed at improving young riders and supports the creation of school-club links which help provide clubs with a constant influx of new, young people. This also provides a sustainable exit route, allowing pupils to continue their cycling interests out of school.

## **Road Safety Scotland** **roadsafetyscotland.org.uk**

Lower secondary school resource 'Your Call' has flexible lesson plans that link to 'Health and Wellbeing' in the Curriculum for Excellence. It covers a wide variety of road safety issues, including elements on cycling.

## **sportscotland** **sportscotland.org.uk**

The sportscotland website provides information on setting up clubs in the community which after school activities such as cycling can feed into. sportscotland works in partnership with every Scottish local authority to invest in and support an Active Schools staffing network that provides a range of sport opportunities in schools before and after school, during lunchtime and to provide links between schools and local bike clubs.

## **Classflow** **classflow.com** Provides downloadable interactive learning resources for teachers.

## **Eco-schools** **ecoschoolsscotland.org** An international initiative designed to encourage 'whole-school' action for the environment.

## **Healthy Working Lives** **healthyworkinglives.com**

The Healthy Working Lives award programme supports employers and employees to develop health promotion in the workplace, including physical activity. There are direct links between the Cycle Friendly Secondary and the Healthy Working Lives Award.

## **FABB Scotland (Blazing Saddles)** **www.fabb.org.uk/blazing-saddles**

For pupils with additional support needs, Blazing Saddles is a unique "learning by doing" mobile all-abilities cycling service which provides advice, guidance and the adaptive resources to facilitate the inclusion of people with disabilities and additional support needs into mainstream cycling activities. Managed by FABB Scotland, the project works in partnership with national and local service providers to develop a network of all-ability hubs across Scotland.

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

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**0141 229 5350**  
**info@cycling.scot**

**cycling.scot**

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Version 1.1



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

**Cycling Scotland**

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