

Place
Viv Evans
Head of Planning and Transport



Enquiries to: Cycling Team
020 8547 5826

Smarter Travel Team
Guildhall 2
Kingston upon Thames
Surrey KT1 1EU
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Email: eric.chasseray@kingston.gov.uk

June 2014

Dear Parent/Guardian

**CYCLE TRAINING FOR CHILDREN – BIKEABILITY LEVELS 1 & 2
SUMMER HOLIDAY COURSES 2014**

Thank you for your interest in the Bikeability Level 2 schemes that will be run during the Summer holiday. On the back of this letter there is a list of venues and dates for the courses from which you may select a first and second choice. Please complete the enclosed booking form and return the completed form as soon as possible by email or post (see booking form). We would be grateful if you would also complete and return the attached monitoring form to help us improve access to our service.

These courses are provided free of charge as part of the Council's Road Safety training programme and places will be allocated on a first come first served basis. Children must be **currently in Year 5 or above on the date of this letter** and either live or attend a school within the Royal Borough. These courses cover Bikeability Level 1 and 2 and if your child has already achieved Level 1 we recommend that he/she repeats the course to improve their safety on the road. Six months to one year after completing Bikeability Level 2, children are entitled to complete an advanced Bikeability Level 3 course. We will contact you at the appropriate time or you can contact us using the contact details..

I am also enclosing **Information for Parents and Conditions** which gives the conditions for your child (ren) to enrol on the course. I look forward to receiving the application for your child (ren) but if you have any queries please contact us on 020 8547 5826.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Eric Chasseray'.

Eric Chasseray
Cyclist Training Coordinator

Summer Holiday Courses 2014

All courses are 10:00 – 12:00

Monday 28 July to Friday 1 August 2014

Course 1

Corpus Christi, Chestnut Grove, New Malden, KT3 3JU

Course 2

Fern Hill School, Richmond Road, Kingston, KT2 5PE

Course 3

Tolworth Junior, Douglas Road, Surbiton, KT6 7SA

Monday 04 August to Friday 8 August 2014

Course 4

Corpus Christi, Chestnut Grove, New Malden, KT3 3JU

Course 5

Fern Hill School, Richmond Road, Kingston, KT2 5PE

Monday 11 August to Friday 15 August 2014

Course 6

Tolworth Girls' School, Fullers Way North, Tolworth, KT6 7LQ

Course 7

Fern Hill School, Richmond Road, Kingston, KT2 5PE

Monday 18 August to Friday 22 August 2014

Course 8

Tolworth Girls' School, Fullers Way North, Tolworth, KT6 7LQ

School Cyclist Training – Bikeability Level 1 & 2 INFORMATION FOR PARENTS AND CONDITIONS

The course is only suitable for children currently in Year 5 or above who have **reasonable control of a bicycle**. This must include starting & stopping quickly, swerving to avoid objects, looking around including behind. It is not suitable for complete beginners.

You, the parent, remain responsible for your **child travelling to and from sessions**. Please communicate collection arrangement to the instructors at the start of the course. **Training starts promptly at 10am or 1pm. Thanks for arriving in advance for a prompt start!**

On these courses we teach control skills in an off-road location, before taking the children to ride on quiet residential roads where they are taught road position, how to communicate with other road users. Your child will be given the 'Tales of the Road' a simplified but relevant Highway Code for use during theory sessions.

Pupils taking the course must have a **roadworthy bicycle** that is in good working order and of the correct size for each day of training. We cannot allow an unsafe bicycle to be used on the course. In particular, the brakes must work, the tyres must be in good condition and pumped up, the handlebars securely attached and fitted with bar end plugs and the bicycle must have a fitted red rear reflector. Each course starts with the trainees being taught the importance of a well-maintained bicycle and how to carry out a simple safety check themselves. The instructors carry a limited number of tools and will only carry out minor repairs and adjustments. Priority is given to cyclist training, not adjustments and repairs.

You must provide an **approved cycling helmet** and must ensure that the helmet fits correctly. Match your child's head size to the size of the helmet. The front peak should sit around one inch above your child's eyebrows, all straps should then be tight preventing movement of the helmet on your child's head. Instructors, to the best of their skills, will advise on the fit of your child's helmet, but will not necessarily be able to judge from its appearance if it is in good condition.

Children should be **appropriately dressed** for the weather conditions during the week. It is suggested that a waterproof coat is worn if it is raining and sunscreen if it is hot and sunny. A small bottle of water is advisable when the weather is hot.

Your child's safe **cycling abilities will be assessed** and he/she will be able to attain one of two standards, **Bikeability Level 1 or Level 2**. Their standard will be scored through a mixture of continual assessment during the course and testing on the final day. Each child will be given a feedback form on the last day of the course that will indicate the standard they have achieved and highlight aspects of their cycling that could be improved to increase their safety.

Certificates and badges will be awarded, certificates will be sent to your child's school or home address if attending a holiday course. Many Secondary schools in the Borough require children to have the Bikeability Level 2 certificate before they are permitted to cycle to school. If your child reaches Bikeability Level 1 standard it is recommended they re-take the course to improve their safety on the road.

An outline of the week's programme is overleaf.

Bikeability Level 1 & 2 Training Schedule



DAY 1

Introduction and Highway Code, Part I - ¼ hour

Classroom

Bike Checks - ½ hour

Playground/Indoors

Practical work in the playground - 1¼ hour

Playground

Basic handling skill

Using gears

Stopping and swerving quickly to avoid objects

Looking all around including behind, without loss of control

Signalling right and left without loss of control

Games or a possible snake if time permits.

DAY 2:

'On road' training at identified locations – 2 hours

On-road

Starting and finishing an on road journey:

Introduction to Passing side roads (if time allows)

DAY 3:

'On road' training at identified locations - 2 hours

On-road

Passing side roads

Right turn into Major, Left turn into Minor

Introduction to Left turn into Major, Right turn into Minor and U-turn

DAY 4:

'On road' training at identified locations – 2 hours

On-road

Left turn into Major, Right turn into Minor

DAY 5:

Classroom

'On road' training and trainee evaluation at identified locations - 1¾

On-road

Right turn into Major, Left turn into Minor

Left turn into Major, Right turn into Minor

Pros and cons of cycle lanes (If it can be included)

On-road

Mini Roundabout (If it can be included)

Theory Test - multiple choice questions - ¼ hour

Classroom

There will be variations to this programme according to group sizes.

Trainee's performance is evaluated and feedback forms distributed at the end of the session

Trainees undergo a continuous assessment on bicycle control, general road awareness, ability to safely pass parked cars or junctions and junction turns.

To learn more about Bikeability log on to www.bikeability.org.uk



Bikeability Scheme 2014 Summer Holiday Courses



Consent form

I agree to my child(ren) participating in the controlled training and testing on public roads. I have read and fully understood the document entitled "**School Cyclist Training – Information for Parents and Conditions**" and agree to the conditions stated in that document. I accept full responsibility for the child and the bicycle getting to and from the school and during the course.

I will provide a helmet for my child [] I require a loan helmet for my child []
(Please tick)

Child(ren) Name(s): Current School Year:.....
.....

Address:
.....
..... Postcode:.....

Day Time Contact Number E-mail:.....

First Choice, Course No: _____

Second Choice, Course No: _____

Signed: _____ Date: _____

Please tell us below about any conditions our instructors should be made aware of so they can best support your child's learning experience.

For example: Asthma, Hay fever or educational needs such as Dyslexia, ADHD etc

Please indicate any Medication that should be present with your child during training

**Please Return to: Cycling Team
Smarter Travel Team
Guildhall 2
Kingston
KT1 1EU**

Equality Monitoring Form – Bikeability 1&2, 2014-15

Please help us to provide better services for everyone by completing this form. This information will be kept confidential. Please tick all of the boxes that apply to you, the parent.

Ethnicity

What is your ethnic group?

A White

- British Irish Any other White Background

Please tell us.....

B Mixed

- White & Black Caribbean White & Black African White & Asian
 Any other Mixed background

Please tell us.....

C Asian or Asian British

- Indian Pakistani Bangladeshi
 Tamil Korean Any other Asian background

Please tell us

D Black or Black British

- Caribbean African
 Any other Black background

Please tell us.....

E Chinese or other ethnic group

- Chinese Any other background

Please tell us.....

F I prefer not to tell you my ethnic group

Disability and Health

Do you have a long-term physical or mental health condition or disability?

- Yes No I prefer not to tell you

What is the nature of your disability, mental health or other health issue?

- Physical/Mobility Sensory Mental Health
 Learning Disability Health Diagnosis

Other – Please tell us.....

I prefer not to tell you

Gender

Are you? Male Female I prefer not to tell you

What is your Age?

Under 16 16 – 25 26 – 35 36 -45

46 – 55 56 – 65 66 – 75 76+

I prefer not to tell you

Thank you for taking your time to complete this form

If you are unable to read this document because of disability or language, we can assist you. Please call the **Kingston Council helpline** on **020 8547 5757** or ask someone to call on your behalf.

چنانچہ قادر نیستید این نامہ را بہ دلیل ناتوانی یا مشکل زبان بخوانید ما میتوانیم بہ شما کمک کنیم۔ لطفاً خود یا شخص دیگری با شماره کمک شهرداری کینگستون تماس بگیرید۔
تلفن ۰۲۰۸۵۴۷۵۷۵۷ (020 8547 5757)

"당신이 신체적인 불편함 혹은 언어 문제로 인해 이 서류를 읽지 못할 경우, 저희들이 돕겠습니다. 킹스톤 의회 상담전화(Kingston Council helpline) 020 8547 5757 로 직접 전화하시거나 혹은 다른 사람에게 전화를 부탁하십시오"

ئەگەر تۆوانی خوێندنەوهی ئەم نوسراوەت ئەمە بەر پەڕه‌که‌وه‌تە / بۆ تۆوانی یاخود ئەبەر زماڤ تێتە گەشتن . ئەوا ئێهە تۆوانین پارەهەت بەدین . تکابە پەڕه‌وه‌تە بکه به هێتی پارەهەتی شاربووانی کینگستۆنەوه (Kingston Council) بەرمارە تەهەفۆنی 02085475757 یان بەکەسی بۆ کە به‌ناوی تۆوه پەڕه‌وه‌تە بکات .

إن لم تكن قادراً على قراءة هذا النص بسبب اللغة أو أي عائق آخر، اتصل بنا ف نحن نستطيع مساعدتك. الرجاء الاتصال بخط مجلس كنجستون للمساعدة (Kingston Council helpline) على الرقم 020 8547 5757 أو اطلب من أي شخص آخر الاتصال بنا نيابة عنك.

“ਜੇਕਰ ਤੁਸੀਂ ਅਧਿਕਾਰਤਾ ਜਾਂ ਭਾਸ਼ਾ ਦੇ ਕਾਰਣ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਵਿੱਚ ਅਸਮਰਥ ਹੋ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ 020 8547 5757 'ਤੇ ਕਿੰਗਸਟਨ ਕੌਂਸਲ ਦੀ ਹੈਲਪਲਾਈਨ 'ਤੇ ਕਾਲ ਕਰੋ ਜਾਂ ਅਪਣੇ ਵੱਲੋਂ ਕਿਸੇ ਨੂੰ ਕਾਲ ਕਰਨ ਲਈ ਕਰੋ।”

Caso você não consiga ler este documento devido a deficiência ou idioma, nós podemos ajudar. Por favor, ligue para o canal de atendimento Kingston Council no telefone 020 8547 5757, ou solicite a alguém para ligar por você.

உங்களால் இந்த கடிதத்தை படிக்க இயலவில்லை என்றால் தயவு கூர்ந்து கிங்ஸ்டன் உதவி மையத்தை நீங்களோ அல்லது உங்களை சார்ந்த எவராவது தொடர்பு கொள்ளவும்.
தொடர்பு கொள்ள வேண்டிய எண் 020 8547 5757

ہیں ناقابل سے وجہ کسی پڑھنے کو دستاویز اس آپ اگر
- کرائے سے کسی یا کجئے فون ۰۲۰۸۵۴۷۵۷۵۷
کرائے سے کسی یا کجئے فون ۰۲۰۸۵۴۷۵۷۵۷
کرائے سے کسی یا کجئے فون ۰۲۰۸۵۴۷۵۷۵۷

Haddii aadan awoodin akhrinta dokumentigan sabab naafada ama luqadda ah, waan ku caawin kamaa. Fadlan soo wac Khadka caawimada ee Kawnsalka Kingston 020 8547 5757 ama qof ku matalaya ka codso inuu na soo waco.

我们可以协助您，如果您因语言障碍或残疾不能阅读此文件。请拨打金斯敦市议会热线服务电话 020 8547 5757 或请求他人来代表您通话。

Në qoftë se nuk mund ta lexoni këtë dokument, për shkak të gjuhës ose ndonjë të metë tjetër, ne mund të ju ndihmojmë. Ju lutem telefonojeni Këshillin e Kingstonit (Kingston Council) në linjën 020 8547 5757, ose kërkoni që dikush të telefonoj në emër tuaj.

« Si vous êtes dans l'incapacité de lire ce document à cause des barrières linguistique ou autre, nous pouvons vous aider. Appelez ou faites appeler le numéro d'assistance du *Kingstone Council* au 020 8547 5757. »