From 1st April 2017 Learncycling will be delivering Bikeability Cycling Training on behalf of Shropshire Council across Shropshire. Learncycling are looking forward to working with schools in Shropshire and help to get more people cycling, more safely and more often. This guidance explains which training courses are available and how they will be delivered. If you have any queries please call Sam on 07905 809915 or email him at admin@Learncycling.com

**Training Levels and Modules Available**
The following Levels and Modules are available free of charge:

<table>
<thead>
<tr>
<th>Bikeability Level / Module</th>
<th>Description</th>
<th>Year Group</th>
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<tbody>
<tr>
<td>Level 1</td>
<td>This course involves new riders learning to control and master their bikes in a space away from traffic such as a playground or closed car park. Level 1 training will be introduced in schools who would like to increase the overall level of cycle training that pupils receive by moving to a two stage delivery of Level 1 to years 2 to 4 and Level 2 in years 5 &amp; 6.</td>
<td>Years 2 to 4</td>
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<tr>
<td>Level 2</td>
<td>This course takes place on local streets, giving trainees a real cycling experience. Trainees learn how to deal with traffic on short journeys such as cycling to school or the local shops. Schools who have decided to introduce Level 1 training from April 2017 will be able to book a Level 2 course from April 2018.</td>
<td>Year 5 &amp; 6</td>
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<tr>
<td>Level 1/2</td>
<td>This course combines Level 1 and 2. Level 1/2 courses have been running in Shropshire schools for many years and work very well for the majority of schools. These courses will remain the focus of the cycle training service.</td>
<td>Year 5 &amp; 6</td>
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<tr>
<td>Level 3</td>
<td>This course equips trainees with skills for more challenging roads and traffic situations – busier streets, queuing traffic, complex junctions and roundabouts. It also includes planning routes for safe cycling. Shropshire Council recognise that it is not always possible to release secondary pupils from their daytime timetable for this type of activity so is keen to offer it to Year 6 pupils in the final few months of their time at Primary school or as an after school activity in Year 7 and 8 in particular.</td>
<td>Year 6 and above</td>
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<tr>
<td>Bikeability Fix</td>
<td>A two hour session teaching basic bike maintenance. The number of training places available will be limited and Shropshire Council is keen for these to be part of a wider commitment by linking it to Level 3 training. Ideally Bikeability Fix will be part of an afterschool club that includes Level 3 training. This recognises that not all secondary school are able to release pupils from their school daytime timetable.</td>
<td>Year 7 and above</td>
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**Bikeability Cycle Training in Shropshire 2017 - 2020 - Guidance for Schools**

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<td><strong>Bikeability Transition</strong></td>
<td>A 2 hour course for a group of students moving from primary to secondary school with route planning skills and the opportunity to then cycle the planned route to their new school. The number of training places available will be limited and Shropshire Council is keen for these to be part of a wider commitment by linking it to Level 3 training where ever possible.</td>
<td>Year 6</td>
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<tr>
<td><strong>Bikeability Ride</strong></td>
<td>A 2 hour session involving a led ride along pre-determined, low traffic/traffic-free routes, designed to boost confidence for a mixed age and ability group and encourage regular cycling. The number of rides available will be limited and Shropshire Council is keen for these to be provided in schools that are looking to encourage wider school community involvement in encouraging and promoting cycling through the participation of parents and carers in the ride.</td>
<td>Any</td>
</tr>
<tr>
<td><strong>Bikeability Parent</strong></td>
<td>A total of 8 hours over 2 or 3 sessions based on a Level 3 course but with some flexibility to suite the level of experience of the trainees. Shropshire Council has a very limited number of training places available and will give priority to requests from schools where the training will help to develop wider school community involvement in supporting and promoting cycling.</td>
<td>Teachers, Parents and Carers</td>
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In addition to the above LearnCycling are also able to offer the following Bikeability Plus Module at a cost of £15 per pupil.

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<td><strong>Bikeability Balance</strong></td>
<td><strong>Cost £15 per pupil.</strong> Four 45 minute sessions that aim to prepare children with the skills that they will need to ride a pedal bike, using games and balance bikes to develop their bike handling and awareness skills. Some children may be able to progress to pedal cycling at the end of this course. This course is also an excellent way to encourage physical activities amongst early years pupils. A number of schools already have balance bikes and this training offer would be ideal for these schools. Shropshire Council is trying to secure funding for a fleet of bikes that could be made available for schools who do not have their own balance bikes. Alternatively, a course can be provided for a group of children whose parents are prepared to remove the pedals and stabilisers from their child’s bike and make it available for the course.</td>
<td>Years 1 &amp; 2</td>
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Course Structure.

- For Primary (Junior) schools our standard Bikeability course is a combined Level 1 and Level 2 course and is normally run over 1.5 days (7 to 12 pupils inclusive) or 3 days (13 to 24 pupils inclusive). It is aimed principally at Year 6 pupils but can include Year 5 pupils if there aren’t enough Year 6 pupils.

- Our standard course will normally accommodate up to 24 pupils but if you have more than this we will combine the 1.5 day course and the 3 day course to accommodate the increased numbers.

- For numbers lower than 7 we can tailor a course to your needs. This will involve some one-to-one training.

- We provide Bikeability training free of charge (except for Bikeability Balance) whatever the size of your school. No school group is too small for us, as we believe that all year 6 children should receive this training if possible. However, it makes sense for small schools to book a course every other year for years 5 and 6 together.

- Children must be able to balance and ride steadily in a straight line, for at least 25m for Level 1 and 2 courses. If you have children who would like to take part but can’t do this, ask about Learn to Ride courses.

- For Level 3 courses in year 6 and in Secondary schools we offer a 3-day course for a group of between 12 and 18 pupils. If your numbers are less than or more than this, please talk to us about a bespoke course.

- Pupils on a Level 3 course will need to provide evidence of achievement at Level 2. All Level 3 courses start with a Level 2 re-cap.

- Trainees must have their own helmet and a roadworthy bike to participate. Guidance on checking that a bike is roadworthy is provided to parents along with the parental consent letter.

- Pupils will receive a Certificate and Bikeability badge appropriate to the Level achieved.

Health and safety, risk assessments and child protection.

- Cycle training has a very good safety record. All our instructors are trained in risk assessment, and every activity we undertake is risk assessed. A site-specific risk assessment will be completed for each school on the first day of training.

- Instructors all have Enhanced DBS checks which are reviewed regularly. We ask our instructors to carry copies of certificates with them when visiting schools so you can ask to see them. If you have concerns about any of our Instructors please call Sam on 07905 809915.
Our contract with you.

- We agree to provide high quality cycle training to your school free of charge (except for Bikeability Balance). We promise that our instructors will be fully trained to National Standards, and fully DBS checked. They will turn up on time and provide the training agreed.

- You agree to honour any bookings that you have made. We ask you not to cancel or reduce the number of sessions due to other school commitments e.g. secondary school visits for year 6 pupils, school trips, swimming lessons etc. once a booking is made.

- Cancellations/postponements due to extreme weather conditions are, of course, a fact of life.

Booking your course.

- We will be calling you in the coming weeks to book your course or discuss your current provisional booking. Please appreciate that there are only so many courses that can be run in the summer months. We deliver our training throughout the whole year and bookings can be made at any time.

- To book simply call Sam on 07905 809915 or email admin@learncycling.com

The process after that.

- We will send you an email to confirm a formal booking with the following attachments:
  - A parental consent letter
  - A ‘Bike Check Form’ which should go out with the letter

- You need to send out the parental consent letter and bike check form to parents of the children receiving the training at least 3 weeks before the course start date.

- Two weeks prior to the course we’ll call you to check how many children have returned their Parental Consent Forms and are expected on the course.

- We will also ask for the names and any relevant medical conditions of the trainees.

- At this point we can confirm the number of days training and send you a dedicated course timetable for your school.

On the first day of training.

- The Instructors should be with you by 8.40 am

- They will need a register of the full names of the children taking part in the training.
• Please discuss with the Instructors any changes you would like to make course timetable previously sent. We try to be as flexible as possible.

At the end of the course.

• Pupils will receive feedback, along with a badge and certificate. We are happy if you prefer to award these in an assembly. Please let the instructors know.

• After the course we will send you a copy of the instructor’s report and ask you to complete a simple feedback report form about us.

We look forward to working with you soon.