



Bike Friendly Schools is the exciting scheme for schools in West Yorkshire, encouraging people of all ages to start cycling. This scheme is exclusively for schools near the CityConnect Cycle Superhighway to kickstart cycling for the young people of West Yorkshire. Your school is **ideally placed** to become a Bike Friendly School!

## What is CityConnect?

CityConnect is the name of the project which is getting West Yorkshire cycling – through the flagship Leeds-Bradford Cycle Superhighway, the improvements to the Aire Valley Canal Towpath and through schemes like this: the Bike Friendly Schools accreditation.

Congestion, pollution and inactivity are all problems which plague modern society and all problems which have an elegant solution: the humble bicycle.

So why don't more people cycle? The biggest barrier is the perception that cycling on today's roads is dangerous. This is why CityConnect has invested in building safe cycle routes across West Yorkshire.

The majority of commuter journeys across our region are made by car and only 1.5% of journeys are made by bike. We have a congested & overburdened road network, some of the country's poorest air quality and local drivers spend over 24 hours year sitting stationary in traffic.

### If we cycled more, we'd be leaner, greener and cleaner.

- Cycling gets people active. Health issues from inactivity would drop if we cycled more – obesity included!
- We'd stop polluting – and reduce the associated 700 deaths a year in Leeds alone.
- Reduced congestion mean smoother public transport and less traffic for essential journeys.

### Biking for transport:

- **It's fast & reliable** – Bikes can avoid traffic, meaning your journey takes the same time every day and in a city, there's nothing faster for getting around.
- **It's door-to-door** – From your home to the front door, there are no stations or stops, and you can always find a parking space.
- **It's easier than you think** and enjoyable – cycle to work and you'll love your commute.





# Bike Friendly Schools

For young people, the benefits are enormous as it gives them independent travel at a young age and at a reasonable cost. Independent travel is vital as it opens up opportunities for work and study – especially if your family doesn't have a car.

With the safe routes provided by CityConnect, cycling to school is possible for the first time in generations. Parking problems plague primary schools and mean unnecessary delays for parents & teachers. What's more, if you cycle to school with your kids, then you can cycle to work afterwards!

The project is funded by the Department for Transport, through the Cycle City Ambition Grant.



## Why invest in cycling?

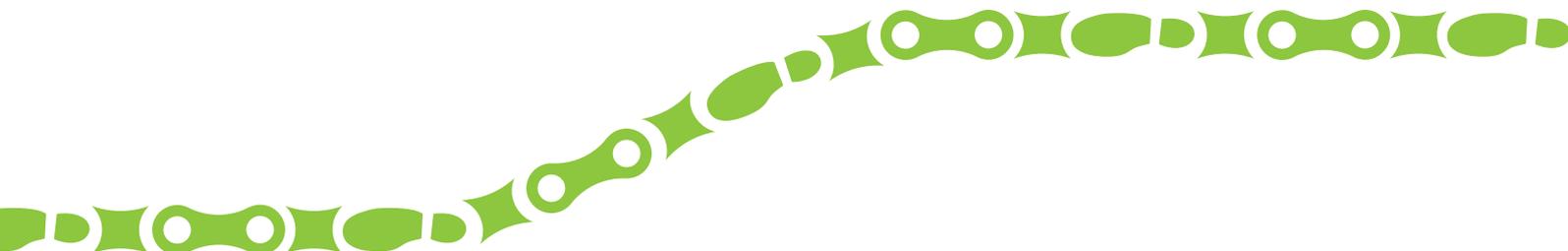
Driving has a cost. Although convenient, the long-term impacts mean greater inactivity, obesity and a decline in air quality. Strains on the road network in the form of congestion and maintenance cost both time and money. With the current trend towards car usage, these will only increase.

Active travel such as cycling provides a solution to these problems, and the benefits outweigh the risk of an accident at a ratio of 20:1.

Travel by bike and you also free the space a car would take. For schools & colleges, where parking and congestion are a constant issue, more people cycling reduces the burden rather than increasing it. Fewer cars around schools also means fewer accidents: streets become safer for cycling, walking and playing out!

## What are we doing?

This is our aim: to get more people on bikes. But we can't do it alone, which is why we're working with partners in the council, local businesses and charities. We'd like to work with your school as well, and in return for you investing your time in making it easier and attractive to cycle to school, we've got the **Bike Friendly Schools** accreditation.





## How does it benefit you?

You can benefit from fewer cars in the car park, pupils getting some exercise on the way to school, and safer streets around the school – but that's not all. Regular exercise has been shown to improve academic performance, and walking and cycling provide regular physical activity for kids who aren't happy engaging with traditional sports.

Cycling education is also recognised by Ofsted in supplying added value to what a school offers. If you're a Modeshift Stars school, then being Bike Friendly will help your application! Remember to keep evidence of all the activities you do – this will help you apply for both Modeshift and Bike Friendly Schools.

However, plenty of people dismiss cycling before they've thought it through, often citing issues such as needing to carry books, equipment and the like. Interviews with teachers who do cycle show that it's not as tough if you're organised:

If the teachers ride, they become excellent role models for the pupils – cycling becomes an adult thing to do - and the more of them that do it, the more normal it becomes.

I tend to have a routine of marking at school and planning at home, that way I can leave the books at school. Cycling forces you into good habits really; it is all too easy to sling a bag of books into the back of the car.

– Darren, Science teacher



There's nothing that compares with cycling in to work and it does help you to be more organised. It means that you don't come home with that 'guilt bag' of books that ends up just being dumped in the hall. Cycling makes you stay at school until the work is done and then you go.

– Sally, Primary School Teacher





# What is a Bike Friendly School?

It's CityConnect's offer to help get your school cycling with expert advice, free activities and grants to improve infrastructure. Bike Friendly Schools is made up of:

- An offer of funded activity, which includes free training for pupils, improved access to a bike, and a grant for improving cycle storage at the school.
- Input from a member of one of the CityConnect team's cycling experts to give you a route to becoming a Bike Friendly School.
- An award to show that you've made the effort to become more bike friendly. There are levels of award to be granted as you progress, with associated benefits!

There are many ways to become Bike Friendly, and every school is different, so we try to judge a school first and foremost on the improvements made – however, the scheme gives West Yorkshire schools a set of standards to work towards and recognition for those who have achieved them.

Whether you're providing good-quality cycle parking, having a cycling champion to promote cycling to the school community, or working hard to promote cycling through events and activities run by the school – these are all ways to become Bike Friendly.

The Bike Friendly School accreditation is similar to other schemes, such as those run by Sustrans, Living Streets and the CTC – but ours is **exclusively for schools which are in the catchment of the CityConnect routes in West Yorkshire**. As a result, there are substantial benefits available for those who qualify to become a CityConnect Bike Friendly School.





## The Benefits

There are free cycling activities available for engaged schools, from 'Balance Ability' sessions for children who've never learned to ride, to transition sessions, preparing older kids for their ride to secondary school. Dr Bike can make a school visit – making repairs and adjustments to bikes for free. Every school is different though, and if there's a cycling activity or event you're interested in running, CityConnect may be able to support you – especially if it gets more people cycling to school!

We are also offering grants for schools to install or improve their cycle parking offering. One of the big barriers to people deciding to cycle is worry over the security of their bike when they lock it up. If you don't have a place to store bikes, or if you do and it's not secure or enough to meet demand, then CityConnect may be able to help with a grant to install some.

Don't worry if you don't know a Sheffield stand from a toast rack – we can advise what's suitable and feasible for your location.

We're aware that time spent encouraging cycling is extra to the usual school day – the Bike Friendly Schools accreditation is a badge of commitment to the cause: it shows parents that the school has an investment not only in the academic performance of their students, but also in their quality of life – giving them good habits and enabling them to travel independently for the future; it shows that the school has an investment in the well-being of the staff who work there; it shows that the school cares about the local community – making nearby streets safer, less congested and more liveable.

## How do I apply?

If your school is interested, the easiest place to start is to contact CityConnect and talk to one of the officers about the situation with your school. Have a look at the guidelines in section 2 for what we expect from the school. Then fill out the application form in section 3 of this pack. If you've not met with CityConnect already, one of the team will come out to meet you and a plan will be drawn up.

### Useful contacts

You can always contact CityConnect on **0113 348 1862** or by emailing: [cityconnect@westyorks-ca.gov.uk](mailto:cityconnect@westyorks-ca.gov.uk)

For more information about CityConnect, visit [www.cyclecityconnect.co.uk](http://www.cyclecityconnect.co.uk)



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## Overview of Offer

If you're interested in becoming a Bike Friendly School, we can give you extra training, improve your cycle storage and improve the school's access to bikes – in return we want you to provide us with a 'champion' – a point of contact to help organise and lead in the school. Over the course of a term, you can get one or more of these activities for your school:

### Access to a bike

You can't ride to school unless you've got a bike, and unfortunately this is an opportunity that will pass many people by for this exact reason.

As part of the Bike Friendly Schools scheme, CityConnect has options to help your pupils borrow or buy a bike.

### Cycle Storage

We have a grant available to Bike Friendly Schools to install high-quality cycle parking if the school has either inadequate or no storage for bikes.

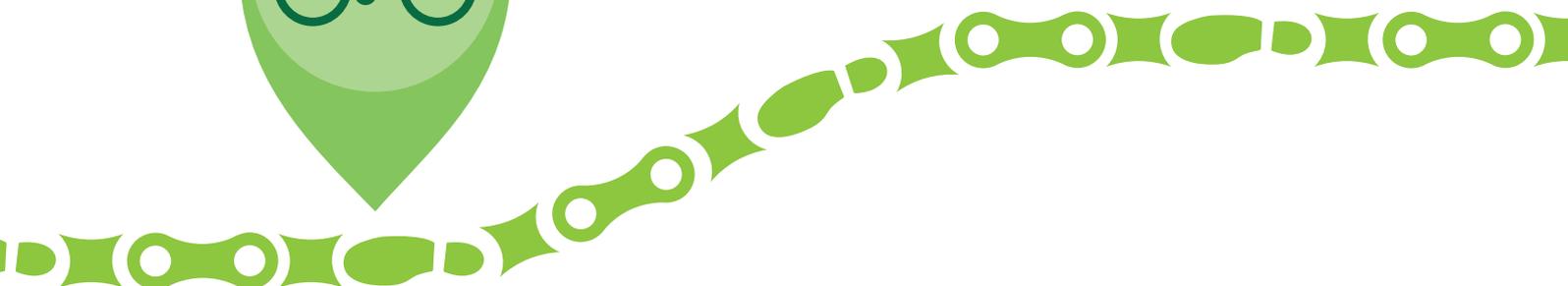
There are some eligibility criteria for the cycle storage – see the section below for details.

### Cycle training

Bike Friendly Schools also get the opportunity for extra cycle training for their pupils – courses that complement the existing BikeAbility course. These include:

- Learn to ride & Balancability sessions.
- 'Fun skills' sessions to develop bike handling ability.
- Sessions to get you cycling to secondary school on the new cycle superhighway!

After the first term, it's up to you to develop cycling yourself. If you want to progress through to Silver & Gold awards, you've got to show us that you're investing the time to improve cycling yourself.





## Levels of award

There are three levels of award, based on how good we judge your school to be for supporting cycling, and also how far you've progressed as a school:

### Bronze

The bronze award is for those who have shown commitment, started to promote cycling, and support staff, pupils and parents who choose to ride in – but might be missing certain key criteria.

### Silver

The silver award is for schools showing good medium-term investment. Installing cycle parking, regular visits from the BikeAbility instructors, staff who cycle are getting extra supporting measures.

### Gold

The gold award is for schools who're established as great places to ride a bike. These schools will have excellent quality infrastructure but also have a culture which supports active travel and discourages car usage, for both staff and parents – especially if this means removing car parking spaces.

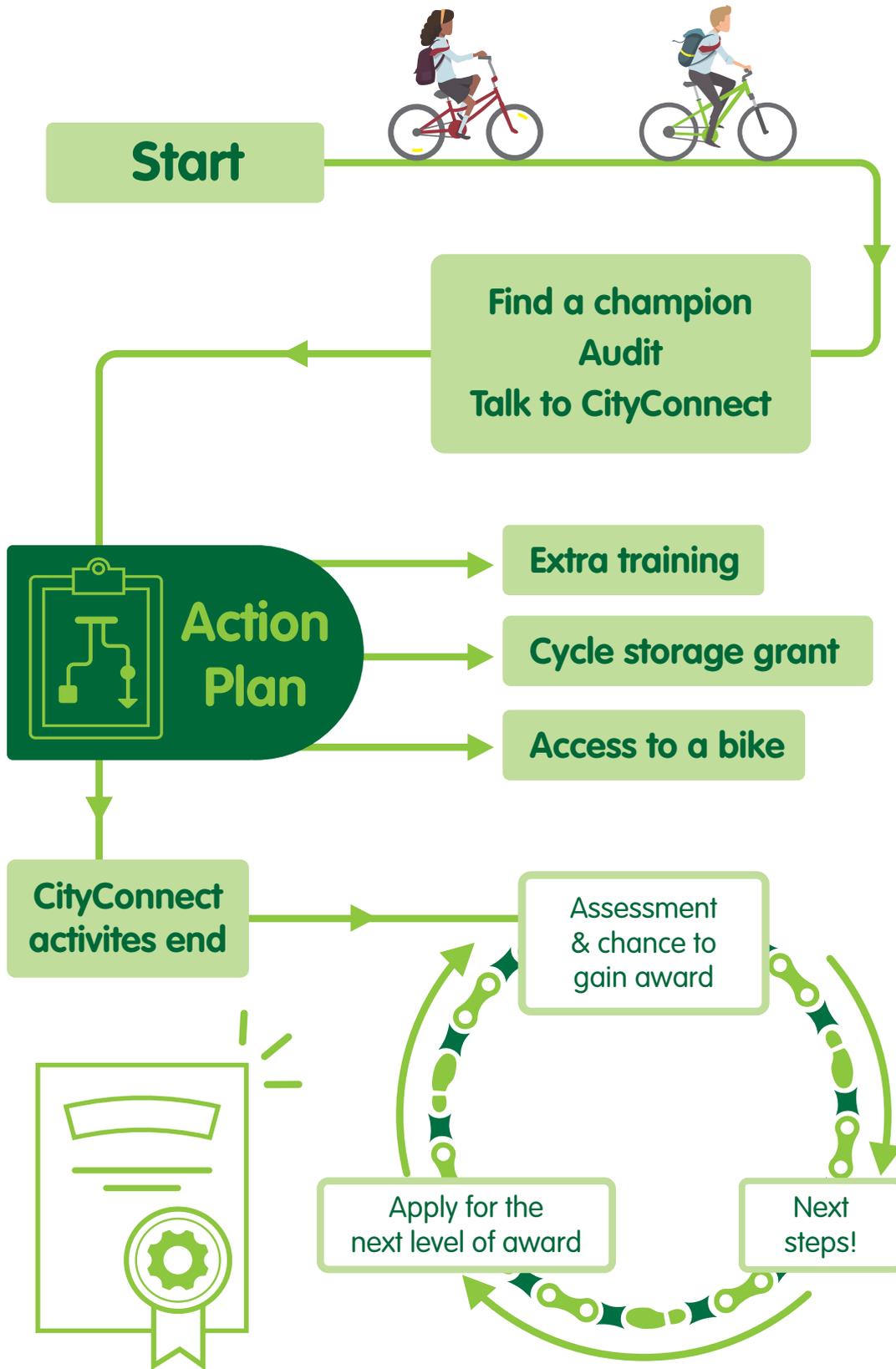


## How to apply & progress

Application is easy – if your school is interested, the easiest place to start is to contact CityConnect and talk to one of the officers about the situation with your school. From there, they'll arrange a meeting to see you. If you'd rather email, the contact email is below. Due to the level of support a Bike Friendly School will receive, we can only work with three schools per term – there might be waiting list, but you'll still get the activities provided!



# Bike Friendly Schools





Once you've decided that you want to apply, progression will be as follows:

### First Meeting

CityConnect will come to visit you at your site for a chat and a look around – every school is different so we want to tailor the offer to you. This first meeting will be to agree what activities from the offer you want, and draw up a plan for delivering these. **Your homework for this meeting is to find a member of staff who's willing to fill the role of a champion** – if they can come to the meeting then all the better, as we'll be arranging everything with them.

### 1<sup>st</sup> Term Engagement

The initial engagement with CityConnect will only be for a single term – as a result of the first meeting, you'll get a clear plan of action for how to progress. This will include a guarantee of all the engagements you want to receive.

### After the activities...

Once that initial period of engagement ends, it's over to you – your cycling champion is now the best person to make your school bike friendly. From working with us, they will have all the key contacts to continue the existing activity, all the important organisational experience to arrange it, and probably a few ideas of their own!

### How to progress

Depending on what you've done as part of the first term's engagement, you're very likely to get a bronze award. However – if you want to improve, you need to show us that you're serious. We judge the award based on how much time and effort you have made to incorporate cycling into the culture of the school.

Although the CityConnect engagement activities end, the CityConnect team are still there to offer advice and expertise, so feel free to talk to us. There are many possibilities and the team can help you join the dots and access activities and extra funding opportunities.

#### What can you do?

- Investing in staff training so they can run a playground-based cycling session is only a day's training and can be run for every class in the school. They will develop physical literacy, get the kids active and enthuse them about cycling!
- If your pupils don't have access to bikes, then there are opportunities such as Yorkshire Bank Bike Libraries, that will enable them to cycle both at school and in spare time.
- If many children can't ride, investing in a small fleet of low-maintenance balance bikes for early years is a cheap and easy way to give your pupils the chance to learn to ride.

There are many options – if you want advice or a nudge in the right direction, please don't hesitate to call the CityConnect team for a chat.





## Champion

The best first step is to find out if you've got someone who is already interested in cycling working at the school – they've probably already got a good idea of how bike friendly the site is, and they may already spoken to other staff, parents and pupils about cycling. Even if you've not got anyone who currently cycles to school, there is certainly going to be someone who wants to give the pupils a boost through physical activity.

A motivated individual to help promote and organise cycling events will make the most difference over the short term, and be invaluable in the long term!

Being a champion doesn't mean lots of work – it will probably amount to no more than a couple of hours a month – but it's invaluable for the school to access all the excellent funded activity which is available for the pupils, parents and staff.

### **A champion will be someone who:**

- Must have spare capacity to act as a point of liaison for the school.
- Has good relationship with parents of pupils and is involved in the school community.
- They don't have to cycle but ideally have an interest in cycling.

## Storage offer

If you're aspiring to be a Bike Friendly School, having bike storage of a reasonable quality is an absolute must.

### **As a rule, good quality cycle storage has to be:**

- Visible – good bike parking is in an easily accessible location and as close as possible to the entrance your staff or pupils are going to use.
- Secure – the typical Sheffield stand is good value and high security. Being installed within a shelter or a compound is also a must.
- Sheltered – keeping the bikes out of the worst of the weather as an absolute minimum.





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As part of the Cycle Storage offer, we can provide only one style of shelter – either arranged as a compound, as part of a multi-bay bank of parking, or just a single shelter on its own. It's not a problem if your school wants something in a different style, but you may need to fund the difference. There might be a minimum standard in your district but our shelters meet these standards, so it's not a problem.

Once you've applied to become a bike friendly school, you can request cycle parking at the first meeting. If you don't have any, or it doesn't meet the criteria stipulated above, then this will be something available to you.

The CityConnect team have a supplier for cycle storage lined up, which streamlines the process, but it will still take some time – expect 6-8 week delay before construction starts.

## Details of Activity

The short-cut to being Bike Friendly is to provide some extra training & activities for your pupils. It's easy to arrange and with CityConnect's involvement it's also funded through our supplier BeCycling.

You can access 5 courses as part of the engagement, completely free of charge. However, should you want to continue after these 5 courses, you can purchase them through BeCycling at the same price we've negotiated for.

Course	What is it?	Suitable for	Practical details
<b>Learn to Ride</b>	By the end of this course, you should be able to ride! This will teach you to balance, pedal and ride without stabilisers.	<b>Y1-Y3</b>	6 pupils per hour-long session
<b>Playground Bike Skills</b>	This is a session your pupil will love – messing around on bikes! They'll be developing valuable skills in a fun session that provides the best primer for BikeAbility and riding on the SuperHighway.	<b>Y3-5</b>	12 pupils per hour-long session
<b>Bike Ride/ Led Ride</b>	Picking up where BikeAbility ends, this ties all the outcomes of BikeAbility together with a practical purpose – getting from A to B.	<b>Y5-6</b>	6 pupils per half-day session
<b>Transition</b>	You've finished BikeAbility, what's next? For children who've passed their on-road cycle training, this teaches them to make the regular journeys by bike, focusing on the next big step – the ride to secondary school.	<b>Y6</b>	3 pupils per half-day session





## Access to a bike

If you don't have a bike, you're not going to be riding anywhere. If your family and friends also don't have bikes, it's unlikely that you'll ever learn how to ride one. Because of this, a key part of the offer looks to provide school children with access to bikes & a way to learn to ride.

### Balance Bike Loan

Balance bikes, if you're not in the know, are the best way of teaching a child to ride. They're small bikes without pedals and focus on teaching the key skill for learning to ride – balancing on two wheels. We've got a fleet of them that we can loan to you for a term.

The bikes are only as good as how they're used – which is why we also give you instruction on how to run a session and adjust the bikes. There's nothing technical about it, and we've had early years teachers running a sessions like a professional in no time!

These sessions are aimed at children from reception to year 1.

### Mobile Bike Library

We're working with the Yorkshire Bank Bike Library to establish an offer for schools who want to provide bikes for their students but don't have space to store them – a mobile bike library. This would allow a school to provide bikes for pupils and their families on a long-term basis – either for rides to school, or in their spare time.

The offer would be for the length of a term, and it's down to you how you administer it. We'd provide the relevant forms for loaning and consent, but you can decide how your pupils will access the bikes and for how long – you know your pupils best! We've only got one Mobile Bike Library and it's in high demand, so booking ahead is vital.



## Case Studies

This section will give you a practical view into what we expect from each level of Bike Friendly School.



### Bronze

This school, despite not having good cycle parking, is none the less extremely keen on cycling. Gavin, the PE teacher, has arranged rides for most years during school time and is working on rides in the summer holidays with pupils and parents. Access to bikes is an issue as the school is in an area of high deprivation, but the school has bought a small fleet of bikes for children to use. They take up BikeAbility and look for more ways to provide their pupils with extra activities, taking up CityConnect's offer of extra cycle training. They don't have showers for staff, but some of those who live locally cycle in and the head teacher is keen to support them.



### Silver

This school has made a concerted effort by working with CityConnect to install more cycle parking, providing children with a safe place to store their bikes during the day. They have BikeAbility every year and are working with local secondary schools to give children the option of cycling to secondary schools with 'transition' events. Staff have access to the Cycle Scheme, a shower and a place to store their kit. During Bike Week, parents are engaged with after school parent & child training sessions and Fiona, one of the teachers, runs a Tour de France themed challenge during July.



### Gold

In addition to BikeAbility and extra activities, this school has gone above and beyond with Katie, a keen champion in the school, setting up a weekly bike club, which includes activities such as bike rides, maintenance sessions and sessions with BMX.



## Resources

Are you stuck for an activity, a campaign or a way to inspire your pupils to cycle more then look no further for inspiration! These are small campaigns you can run cheaply to engage the school in active travel, especially cycling.

Activity	What is it?
Dr Bike	Book a school visit from Dr Bike to check over the bikes of pupils (and staff!). The doctor will fix what they can on site with the tools they have available, and give you a good diagnosis of what's wrong if they can't make it better there and then – and it's usually less than £200 for a session!
Bike Breakfast	Reward those who've cycled in with a free breakfast – usually pupils but you can open it up to parents. This could be as easy as a couple of slices of toast, or a one-off charity bake-off – or get in touch with your local 'Junk Food Café' for a pay-as-you-feel breakfast!
National promotion events	There's national events that you can take part in such as The Big Pedal, the Big Bike Revival and of course, national bike week! Join these up with other initiatives for a full week of activity, and remember to tweet and Facebook about it with the hashtag so people across the country can see what you're up to!
"The Golden Lock"	Spray a bike lock gold and once a month, lock it to someone's bike. They've then won a prize of your choosing and get it in front of everyone at school – but you've got to cycle in to take part.
Bike security marking	Local police will come down and permanently mark bikes with a UV-visible paint so that they can be recovered if they get stolen! We can put you in touch with your local police officer.
Bling your bike/scooter	Dress up your bike or scooter with bling decorations – then maybe go for a ride! These activities work well when there's something relevant to dress up for.





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Activity	What is it?
Be bright, be seen	You need to have lights if you're cycling at night, but there's no reason why this can't be fun! Make an afternoon of it, promote the benefits of cycling and go home safer as a result! If you need some lights or other collateral to give away, CityConnet might be able to provide you with something.
Assembly talk about cycling	Why not get a member of staff who cycles, a local police officer or local professional racer to talk to the school about cycling and get them enthusiastic about riding?
Car free days	Shut your gates and the roads around your school for a day and encourage everyone to try another way of getting to school. The locals love it, your pupils get to try another way of travelling and the parents & staff do to! There's a bit of organisation involved in this one but we'll help out.
Have a day of tweeting & social media activity!	It's just as important to shout about what you're doing – the parents will take notice and it's there as evidence of stuff you've done for when Ofsted come to visit.
Bike market	Get involved with a local bike shop or a bike recycling organisation and have a bike market at school!
School Cycling Challenge	Why not take part in your own Tour de France or even Tour de Yorkshire by challenging your pupils to contribute to a total mileage over a period of time. There can be prizes for the individuals or classes who've contributed the most, and a cumulative total with milestones!



Remember to put it on social media, either by tweeting or posting on Facebook or Instagram. Tag CityConnect, too! If you want any information on running one of these events, then please get in touch and we'll get you started.

