

Directorate of Environmental Services
Service Director – Planning and Transportation
Roy Thompson



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020 8547 5826

Our Ref: RSTA

Climate Change and Sustainable Travel Group
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Summer 2010

Dear Parent/Guardian

BIKEABILITY SUMMER HOLIDAY COURSES 2010

Thank you for your interest in the **Bikeability Level 2** schemes to run during the Summer holidays. On the back of this letter, there is a list of venues and dates for the courses; please select a first and second choice. Complete the enclosed booking form and return the completed form as soon as possible to **The Climate Change & Sustainable Travel Group, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU**. 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 program and places will be allocated on a first come first served basis. Children must be in **Year 5 or above** 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 given at the head of this letter.

I am also enclosing **Information for Parents and Conditions** which detail 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 the Climate Change & Sustainable Travel on 020 8547 5865.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Eric Chasseray', written over a white background.

Eric Chasseray
Cyclist Training Coordinator

Bikeability Summer Holiday Courses 2010 Timetable

Week 1 Mon 26 July - Fri 30 July	Location	Course	Time
St Matthews	Langley Road, KT6 6LW	1	10:00 am - 12:00 pm
St Johns	Portland Road, KT1 2SG	2	10:00 am - 12:00 pm
Holy Cross Girls	Sandal Road, KT3 5AR	3	10:00 am - 12:00 pm
Week 2 Mon 2 August - Fri 6 August	Location	Course	Time
St Matthews	Langley Road, KT6 6LW	7	10:00 am - 12:00 pm
Coombe Girls	Darley Drive, KT3 3TU	8	10:00 am - 12:00 pm
Week 3 Mon 9 August - Fri 13 August	Location	Course	Time
St Johns	Portland Road, KT1 2SG	11	10:00 am - 12:00 pm
Tolworth Girls	Fullers Way, KT6 7LQ	12	10:00 am - 12:00 pm
Holy Cross Girls	Sandal Road, KT3 5AR	13	10:00 am - 12:00 pm
Week 4 Mon 16 August - Fri 20 August	Location	Course	Time
Coombe Girls	Darley Drive, KT3 3TU	16	10:00 am - 12:00 pm
Tolworth Girls	Fullers Way, KT6 7LQ	17	10:00 am - 12:00 pm

School Cyclist Training – Bikeability Level 1 & 2 Information for Parents and Conditions



The course is only suitable for children 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.

Parents remain responsible for their **children travelling to and from the school** during the week. On our courses, we teach control skills on an off-road location, before taking the children to ride on quiet residential roads. Here they are taught road position, how to communicate with other road users, and many aspects of the Highway Code.

Pupils taking the course must have a **roadworthy bicycle** that is in good working order and of the correct size. 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 will advise on the fit of your child's helmet, to the best of their skills, 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 skills 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 which will indicate the standard they have achieved, and also highlight aspects of their cycling which 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 in the case of 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.

Your child will be given two booklets during the course to aid their learning. '**Arrive Alive**' is a simplified but relevant Highway Code for use during theory sessions. '**Safer Cycling**' is a booklet that includes notes and diagrams of the material covered during the course, together with some guidance on advanced riding, including negotiating roundabouts. The practical sessions will develop your child's safer cycling skills and road awareness.

An outline of the week's programme is overleaf.



BIKEABILITY LEVEL 1 & 2 TRAINING SCHEDULE



DAY 1

Introduction to the Highway Code, Part I - ¼ hour
Bike Checks - ½ hour

Level 1

Practical work in the playground - 1¼ hour
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 to finish if time permits.

DAY 2

Introduction to the Highway Code, Part II - ¼ hour
Revision of yesterday's milestones in the playground - ½ hour

'On road' training at identified locations - 1¼ hour

Level 2 - Starting and finishing an on road journey:
(Be aware of everything around, including behind)
(Understand how and when to signal intentions to other road users)
(Understand road positioning)
(Passing a parked or smaller moving vehicle)

Introduction to Passing side roads (if time allows)

DAY 3

'On road' training at identified locations - 2 hours

Level 2 - Passing side roads
Right turn into Major, Left turn into Minor
Introduction to Left turn into Major, Right turn into Minor

DAY 4

Theory training - multiple choice questions - ½ hour
'On road' training at identified locations - 1 ½ hours

Level 2 - Left turn into Major, Right turn into Minor

DAY 5

'On road' training and trainee evaluation at identified locations - 1 ½ hours

Level 2 - 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)
Mini Roundabout (If it can be included)

Trainee's performance is evaluated and feedback forms distributed - ½ hour

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

There may be slight variations to this programme depending on weather and children's ability.



Summer Bikeability Holiday Courses 2010



I agree to my child taking part in the controlled cyclist training on public roads. I have read and fully understood the document entitled 'School Cyclist Training – Bikeability Level 1 & 2, 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.

I will provide a helmet for my child I require a loan helmet for my child

Childs Name: Age:.....
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: Allergies/ Asthma/ Hay/ fever/ Dyslexia/ ADHD etc

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

Please return,

By Email: eric.chasseray@rbk.kingston.gov.uk

By post:
Road Safety and Travel Awareness Unit
Environment and Sustainability
Environmental Services
Guildhall 2
Kingston upon Thames
Surrey KT1 1EU

Equality Monitoring Form Bikeability Level 1 & 2

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.

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 would like more information in your own language, please contact us at the address shown on this document

Arabic إذا رغبت في الحصول على المزيد من المعلومات بلغتك الأم، يرجى مراسلتنا على العنوان المذكور في هذه النشرة.

Bengali যদি আপনার নিজ ভাষায় আবে তথ্যাদি পেতে চান তবে দয়া করে এই লেখ্যতে দেওয়া ঠিকানায় আমাদের সঙ্গে যোগাযোগ করুন।

Chinese 如果您想索取以你的语言写的更多的资讯，请按照本文件所示的地址和我们取得联系。

Gujarati જો આપને આપની પોતાની ભાષામાં વિશેષ માહિતી જોઈતી હોય તો આ દસ્તાવેજમાં જણાવેલ સરનામે અમારો સંપર્ક કરશોજી.

Hindi यदि आप अपनी भाषामें अधिक जानकारी चाहते हैं तो कृपया इस दस्तावेज़ में लिखे हुए पते पर हम से संपर्क करें।

Japanese 日本語での詳しい情報は記載住所までご連絡下さい。

Korean 한국어로 된 정보가 더 필요하시 경우 이 문서에 있는 주소로 연락해 주십시오.

Punjabi اگر تھی اپنی زبان وچ بیور معلومات حاصل کرنا چاہندے او تے مہربانی دے نال ایسے اُتے بکھے پوٹے پتے تے رابطہ کرو۔

Punjabi (Gurmukhi) ਜੇਕਰ ਤੁਹਾਨੂੰ ਆਪਣੀ ਬੋਲੀ ਵਿਚ ਹੋਰ ਜਾਣਕਾਰੀ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਤੇ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Tamil உங்கள் மொழியில் மேற்கொண்ட தகவல்களைப் பெறவிரும்பினால் எம்முடன் இப்பத்திரத்தில் தரப்பட்டிருக்கும் விலாசத்தில் தயவுசெய்து தொடர்பு கொள்ளவும்.

Urdu اگر آپ اپنی زبان میں مزید معلومات حاصل کرنا چاہتے ہیں تو دیئے گئے پتے پر ہم سے رابطہ قائم کریں۔

Information is also available in LARGE PRINT Braille and tape

Environmental Services,
Guildhall 2,
Kingston,
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(Customer Care) 020 8547 5929