

**Attention: School Event Coordinator**

**Fax No.:**

### ***Cycle to School Day 2009: Wednesday, 25 March***

Congratulations on your commitment to organising and promoting *Cycle to School Day*. The theme this year is ***Saving the planet - I'm up for it! Cycle Instead.***

Cycle to School Day ([www.dpi.wa.gov.au/bikeweek](http://www.dpi.wa.gov.au/bikeweek)) and the National Ride2School Day ([www.bv.com.au/join-in/125/](http://www.bv.com.au/join-in/125/)) coincide again this year.

You will find the following material in this year's Cycle to School Day event pack:

#### **Promotional Material**

- A3 posters – approximately 5 per school
- A4 student participation certificates – one per student
- Stickers: *Cycling – see where it fits in your day* – one per student, Years 5 - 7
- Sticker: *Cycle Instead: Saving the planet - I'm up for it!* - Year 8 and above
- *Cycle Instead* temporary tattoos – one per student
- Local media release and newsletter templates, to promote your event locally

#### **Merchandise** (a few per school to use as giveaways or to raffle)

- Bike bells; puncture repair kits
- *Cycle Instead* highlighters
- *Cycle Instead* Pencils and pencil/make up cases
- *Cycle Instead* Pens and Pen holders with cords
- *Cycle Instead* mini badges

#### **Safety Information**

- Classroom record sheets to enter participating students' parent contact details
- A Parent consent form and an Information sheet for parents on safer cycling practices for children and how to make the decision to allow their child(ren) to participate
  - A home activity sheet, extracted from the Challenges and Choices: Road Safety Curriculum
- A classroom activity sheet also extracted from Challenges and Choices: *Safety on Wheels and Road rules and signs.*

#### **Event administration**

- Event Checklist
- Event Evaluation Form.

Register for a chance to WIN two AVANTI bicycles valued at \$600 each. Registered schools must return their Event Evaluation Form by 15 April 2009.

I wish you a very successful Cycle to School Day and happy and safe cycling for all.

Jana Zivadinovic  
Cycle to School Day Coordinator

Phone: 9216 8556; fax 9216 8497  
[cycling@dpi.wa.gov.au](mailto:cycling@dpi.wa.gov.au), [www.dpi.wa.gov.au/cycling](http://www.dpi.wa.gov.au/cycling)



Government of Western Australia  
Department for Planning and Infrastructure



**be active wa**

## Cycle to School Day 2009, Wednesday 25 March

### **CLASSROOM RECORD SHEET**

This classroom participation record sheet is provided for teachers whose students have returned the *Cycle to School Day* parent consent form.

It is a key document for covering Department of Education and Training's Duty of Care policy requirements for events that involve students in an activity that is sponsored by the school, but for which the teacher is unable to supervise.

Teachers in non-government schools should consult with their principal to establish what the school's duty of care policy is for students who are travelling independently as part of a school-sponsored event.

The requirement is that if a student has not arrived on the morning of the *Cycle to School Day*, the teacher or school administration office must attempt to contact the person cited on the consent form, if a phone number is provided.

Form number	Name		Trip information <b>tick one</b> My child is cycling to school... <b>Print 'NOTE' if a note is entered on return</b>				Tick on arrival ↓	Home phone	Work phone	mobile
	Given	Family	alone	with parent	with sibling	with friend				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Sheet 1 of \_\_\_

**Cycle to School Day 2009, Wednesday 25 March**

**CLASSROOM RECORD SHEET 2**

Form number	Name		Trip information <b>tick one</b> My child is cycling to school... <b>Print 'NOTE' if a note is entered on return</b>				Tick on arrival <input type="checkbox"/>	Home phone	Work phone	mobile
	Given	Family	alone	with parent	with sibling	with friend				
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										

Sheet \_\_\_ of \_\_\_ (repeat copy as needed)

## INFORMATION FOR PARENT/GUARDIAN

### *Cycle to School Day 2009*

**Wednesday, 25 March**

#### Instructions for parent/guardian

1. Carefully read through this information.
2. Retain this page for your family to keep.
3. Complete and return the consent form attached to your school by Monday 23 March

#### Reason for excursion

Participating in Cycle to School day will help your child to achieve the recommended 60 minutes of daily physical activity they need for good health and can have a positive effect on their social learning and development.

#### Activities to be conducted

Students in Years 5-7 will participate in school activities and be encouraged to cycle part or all of the way to school. Parents of students who cycle should ensure that they have a well-maintained bicycle, an Australian standard approved helmet and suitable shoes.

#### Medical conditions

Provide details of existing medical conditions that may affect your child's journey to school. Please attach this to the consent form.

#### Date

**Wednesday, 25 March 2009 OR as specified by your school**

#### Location

Cycling from home to school, or from a drop-off point to school, designated by parent/guardian.

#### Supervision

It is strongly recommended that **a parent or guardian accompany students cycling to school aged 9 years and under.**

- Children aged 9 years and under are considered vulnerable road users because they can be easily distracted and have difficulty judging the speed and distance of approaching traffic.
- It is recommended that as parents/guardians, you cycle with your child to school prior to Cycle to School Day to assess the safest routes and ensure that you and your child are familiar with the environment.
- Please consider your child's level of development before consenting to allow your child to cycle or walk to school.
- For your child to participate in **Cycle to School Day** a parent/guardian must complete, sign and return the consent form attached.
- To ensure the safety of your child during the **Cycle to School Day** teachers will:
  - enter participating students' names and details on a daily classroom roll, and
  - acknowledge the arrival of participating students by maintaining a classroom roll on the day.
  - Contact you in the event that the student does not arrive in the classroom.

Department for Planning and Infrastructure **promotes the Cycle to School Day as part of its commitment to encouraging active transport for community, health and environmental benefits. Only parents can decide whether their children are competent to cycle to school safely, relative to their local road traffic environment.**

**For more information about Cycle to School Day 2009, log onto [www.dpi.wa.gov.au/bikeweek](http://www.dpi.wa.gov.au/bikeweek)**



Government of Western Australia  
Department for Planning and Infrastructure



be active wa

**PARENT/GUARDIAN CONSENT FORM**

***Cycle to School Day 2009***

**Wednesday 25 March**



**CONSENT FORM FOR:** \_\_\_\_\_

**PLEASE SIGN AND RETURN TO:** \_\_\_\_\_ **PRIMARY SCHOOL**

**Parent/guardian contact information – *Cycle to School Day***



Name: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Best number to be reached on between **8.15am** and **9.15am**: \_\_\_\_\_

**I have read and understood the information on the back of this sheet and its attachment regarding *Cycle to School Day* on Wednesday 25 March 2009 and give my consent for my son or daughter to attend.**

(Please print)

Student's First Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Age: \_\_\_\_\_

**Place a TICK in one of the boxes and complete the information below:**

My child will **cycle** to school with: \_\_\_\_\_

My child will **cycle** to school to school on his/her own.

**Notes:** (For teacher from parent/guardian)

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use only: \_\_\_\_\_

**CYCLE TO SCHOOL DAY NOTES FOR PARENTS**

**Children aged nine (9) years and younger, who want to participate in *Cycle to School Day*, should be accompanied by a parent/guardian.**

## What you and your children need to know about safer ways to get to and from school

Cycling or walking to school contributes to children's health and is a valuable opportunity to practice road safety with your child. It is also recommended that a responsible adult supervise children under the age of nine (9).

The need for adult supervision beyond this age depends on the road traffic environment, the child's competency to cycle or walk the route to school and the level of security in the area. Security is highest where other children and supervising parents are present.

It is especially important for your child to learn the safest way to cycle, or walk to and from school. Parents should ensure that children understand that if a traffic situation looks or feels unsafe they should get off the bike and walk. This is recommended when crossing roads at intersections.

Show your child the safest route to school. It is usually the way with the least traffic and fewest roads to cross. Crossing roads with four lanes should be avoided unless you are cycling or walking with your child, or there is a crossing guard. Children should never cycle on a four-lane road because these are too busy and often have trucks traveling on them. They will also have higher speed limits.

Tell your child the footpath is always the safest place to walk. Children under 12 years of age may also cycle on a footpath, unless there are signs that say 'no bicycles'. Anyone may cycle or walk on a 'shared path'; these should have a sign on them showing a person walking and cycling.

If there is no footpath available, try to use local roads that have a 50-kilometre speed limit, or better still, those with 40 kilometres per hour, near schools.

Remind your child to look out for vehicles coming in and out of driveways.

Get your child thinking about some of the hazards and dangers that might exist.

Ask:

- Is this a safer place to cross?
- Is there somewhere better to cross, like a pedestrian or school crossing?
- Can we be seen by motorists?
- How fast is the traffic moving?
- Do you feel safe crossing here?

Parents may like to access the Heart Foundation's brochure entitled **Set Your Children on the Right Path - Promoting Walking and Cycling to School** from their website at [www.heartfoundation.org.au/SiteCollectionDocuments/HEART0139%20walkcycle%20broch.pdf](http://www.heartfoundation.org.au/SiteCollectionDocuments/HEART0139%20walkcycle%20broch.pdf) Parents have a strong influence on how active their children are. If children are active from their young age, they are more likely to be active throughout their lives.

**Please discuss with your children the information on the sheet attached to this form.**



Government of Western Australia  
Department for Planning and Infrastructure



be active wa

## Selecting and maintaining a bicycle

## Unit 3:1 At Home Activity Sheet



### Dear family

It is important that your child's bike fits, just like their helmet. A bike that which is too big or small may cause your child to lose control and injure themselves.

### Is your child's bicycle the right size?

- Have your child straddle the bicycle. **Is there a 3cm gap** between the cross bar of the frame (or where one would be) and your child when they are standing with feet flat on the ground?
- If the bike is a BMX or mountain bicycle, is there a **clearance of 10cms?**
- **Are the handlebars and hand brakes within reach?** When your child is seated their arms should be slightly bent when holding the handle grips and their knees should not hit the handlebar.
- Is the **seat level** when your child sits down?



This website can give you more information <http://www.dpi.wa.gov.au/cycling/1519.asp>

### Check and maintain your bicycle

#### Bell or horn

Check they are in working order. It is a legal requirement to have a bell or horn.

#### Handlebar

Check the handlebar is not loose, the ends are covered and the handgrips are secure.

#### Lights

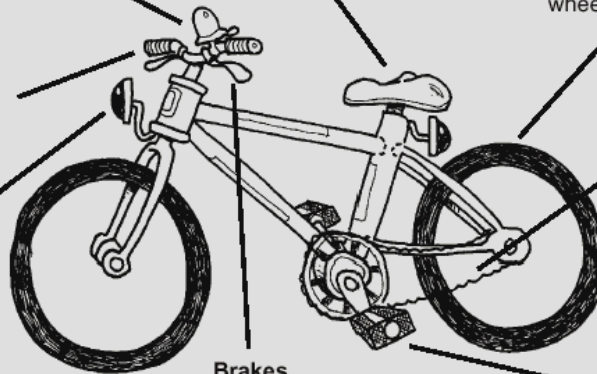
The bicycle should have a reflector at the front and rear, and on the pedals and wheels. If riding after sunset, there should be a white headlight and red tail light in working order.

#### Seat

The seat should sit flat and be in line with the bicycle. It shouldn't tilt or move. Check for cracks or broken springs.

#### Wheels and tyres

Check the wheels spin freely. Make sure the tyres aren't worn or flat – they should be hard to squeeze. Fix any loose wheel nuts or broken spokes.



#### Chain

Check the chain is clean and can move freely. It should be kept lightly oiled.

#### Brakes

Check the brakes – if the brakes are applied the wheels shouldn't turn. It is a legal requirement to have brakes that work.

#### Pedals

Check the crank is tight and make sure the pedals spin freely. Look for wear or damage.

Thank you for playing a vital role in your child's road safety education.

Classroom Teacher

### Did your bike pass the safety check?



Ask an adult to help you make any repairs to your bike.

## **FOR THE TEACHER**

### **Cycle to School Day 2009 - Event Checklist**

Congratulations on taking part in this year's Cycle to School Day, to be held on Wednesday 25 March. This event aims to encourage Western Australian primary school children in Years 5 – 7 to cycle to school on the day.

This checklist is intended to help organise your school event.

#### **PRE-EVENT**

##### **REGISTRATION**

- Has the school Principal approved the school's participation in the event?
- Who will coordinate this event: a teacher, the school parent organisation, or a local sports or community group?

##### **DUTY OF CARE**

- Has a Parent Consent Form been sent to families of children in Years 5 and above?
- **Students aged 9 years and younger who want to participate should be accompanied by a parent/guardian.**
- Set up a folder with the classroom record sheet provided to record and file:
  - approved consent forms and
  - that participating students have arrived safely on the day of the event?
- Has the school provided information to students and their parents/guardians about how to safely participate in *Cycle to School Day*?
- Has the attached bike check sheet been sent to parents with the consent form? (taken from the safety on wheels section of *Challenges and Choices, Middle Childhood Resource 2006*)
- Have staff/teachers been encouraged to take an active part with the students?
- ◆ **Have classroom activities been selected from the Challenges and Choices: middle childhood road safety curriculum resource topics: *Safety on Wheels* and *Road rules and signs*. Two activity sheets from that resource are provided in this event pack**
- Have the school's Traffic Warden/s been advised that there may be an increased number of students using children's crossings on the day?
- Can your school's event be linked with any other local community event?
- Is 'fun' incorporated into your event?
- Has an invitation been sent to your local:
  - Mayor
  - Member of Parliament and
  - local media (community newspaper) for a photo opportunity?
- Has the promotion pack, including posters, been used to promote the event locally?
- Has the *Cycle Instead* and Department for Planning and Infrastructure been acknowledged in speeches and promotional material?

- ◆ **We recommend that teachers of participating primary school classes use the 'Safety on Wheels' and 'Signs and Rules' sections of the new road safety curriculum material, *Challenge and Choices (Middle Childhood Resource 2006)*. This contains lesson plans and at-home activities. This School Drug Education and Road Aware resource has been made available to primary schools since November 2006.**



## **EVENT DAY**

- Acknowledge *Cycle Instead* where possible;
- Ensure that the DPI's event merchandise is distributed to participants;
- Arrange to collect any feedback from students, staff etc.

## **POST EVENT**

- Thank teachers, staff, partners, VIP guests, parents and students involved on the day;
- Return the event Evaluation Form to the Department for Planning and Infrastructure by Monday, 15 April for your chance to WIN one of two Avanti bicycles, with a retail value of approximately \$600 each, to raffle. The prize will be drawn on Friday, 17 April.
- Send copies of local media / photos relating to your event together with your event evaluation form. NOTE: A short story about your event will be placed on our web site.

Visit [www.dpi.wa.gov.au/cycling](http://www.dpi.wa.gov.au/cycling) to subscribe to our electronic mailing list.

*Cycle Instead Bikeweek 2009: 22 - 29 March* [www.dpi.wa.gov.au/bikeweek](http://www.dpi.wa.gov.au/bikeweek)



Government of Western Australia  
Department for Planning and Infrastructure



be active wa

*Challenges and Choices: Middle childhood resource for resilience, drug and road safety education - Focus Area 3: Safety on Wheels (Government of Western Australia, School Drug Education and Road Aware, 2007)*

## Unit 3:2

### Activity Sheet 1 Choosing and fitting a helmet

All helmets sold within Australia need to display an Australian Standards mark, which means the helmet, has been tested and approved. Remember, not all helmets meet this standard and you should check for the mark on the helmet before making your purchase.

#### What size helmet should I wear?

- Carefully measure your child's head using a tape measure. The tape measure should sit just above their eyes and ears.
- Check the helmet size listed on the display box to find a helmet that best suits your child's head measurement.
- A helmet should fit the head snugly. A helmet that is too small will not protect the head adequately, so within reason purchase the next size helmet.
- Manufacturers provide pads that can be attached to the inside of the helmet. Use the thicker pads to get a snug fit then, as your child grows; replace these with the thinner pads. If you find the pads do not give a snug fit, try another helmet design.

#### Checking the helmet fit

- Place the helmet on the child's head checking that it fits snugly.
- Adjust the straps and do up the buckle.
- Place your palm under the front of the helmet and push up and back. It shouldn't move.
- Place your palm on the top of the helmet and try to move it side to side. It shouldn't move.

#### For maximum protection the helmet must fit well.

If a helmet is loose it will not give your child maximum protection.



*Challenges and Choices: Middle childhood resource for resilience, drug and road safety education - Focus Area 3: Safety on Wheels (Government of Western Australia, School Drug Education and Road Aware, 2007)*

## Unit 4:1

### Activity Sheet 1 Cyclists and the law

An important part of being a safe cyclist is knowing what the road rules are and what to do to obey the road signs. A cyclist must obey all traffic light signals and traffic signs just like cars do.

#### How many of these rules do the children already know and follow?

- Cyclists must always wear a helmet.
- Always ride on the LEFT and go with the flow.
- Never ride against traffic. Cars will not be expecting to find a cyclist when they round a corner or go over a hill.
- Ride single file. When passing other cyclists or pedestrians let them know your position by ringing your bell.
- Stop at all STOP signs and traffic lights.
- Always signal before making a left or right turn. When cyclists want to stop, turn right or left, they must signal for long enough to warn other road users.
- Cyclists must get off their bikes and wheel them across crosswalks and children's crossings.
- Don't double dink. It makes it hard for you to see the road and you might lose control of your bike.
- Always have at least one hand on the handlebars.
- You must give way to pedestrians on footpaths and shared paths. Ring your bell to let them know you are approaching.
- Your bicycle must be roadworthy and legal. That means it needs to have brakes in working order, reflectors front and back, tyres in good condition etc.



### SCHOOL NEWSLETTER TEMPLATE

*Below are a series of school newsletter item templates that may be used to promote your **Cycle to School Day** event.*

#### **Before:** Cycle to School Day 2009

Cycle to School Day 2009 will be held on Wednesday, 25 March. It encourages students to use cycling as a means of becoming more physically active. This year it again coincides with the National Ride2School Day, run by Bicycle Victoria.

Our school will show support of this important initiative by taking part in Cycle to School Day. We would like to see as many students as possible (Year 5 and above) joining in on the day.

Cycling is free, it helps improve the environment and it keeps our bodies fit and healthy. This project is aimed at children aged 10 to 12 years, and key activities focus on having as many children as possible cycling to school few times a week, or as often as possible.

There is a real potential to increase the number of children cycling to school, especially for those who live within a 10-minute cycling (2-3km) and a 10-minute walking (less than a kilometre) radius from the school. The Cycle to School Day is equally popular with parents, students and teachers alike.

The level of supervision required for Year 5 to 7 children cycling or walking to school should be decided by a parent/guardian. If the children are to cycle or walk independently between home and the school, the parent/guardian would have supervised them on at least two morning and afternoon journeys to ensure their street competency on or near roads. Regular supervised journeys are recommended because street-traffic conditions change over time, so the risk level to children may also change.

Provide your event details here:

#### **During:** Don't forget to Cycle to School on Wednesday (OR YOUR DATE) this week

Western Australian students will take part in a range of cycling activities this week, as part of the annual Cycle to School Day.. It will be great to see as many parents and teachers show their support for the event by cycling to school today.

There is a real potential to increase the number of children cycling to school, especially for those who live within a 10-minute cycling (2-3km) and a 10-minute walking (less than a kilometre) radius from the school. Parents and teachers are the best role models for students and it is important that we encourage our children to participate in physical activity.

The level of supervision required for Year 5 to 7 children cycling or walking to school should be decided by a parent/guardian. If the children are to cycle or walk independently between home and the school, the parent/guardian would have supervised them on at least two morning and afternoon journeys to ensure their street competency on or near roads. Regular supervised journeys are recommended because street-traffic conditions change over time, so the risk level to children may also change.



Government of Western Australia  
Department for Planning and Infrastructure



be active wa

Children who ride to school should be taught to:

- Always wear a helmet
- Wear bright clothes
- Ride safely and control their speed and braking
- Be particularly alert near driveways, gateways and intersections
- Ride a safe distance from other vehicles including bikes
- Keep left unless turning right
- Give hand signals clearly and in good time
- Check the traffic behind them at all times
- Ride in single file on a shared path

Post your event details again here...

After: Congratulate everyone who took part in *Cycle to School Day last Wednesday, which coincided with the National Ride2School Day* – students and their families put in a great effort and had a lot of fun on the day.

Especially thank parents, teachers and other volunteers, who helped organise the activities.

Cycling is free, it helps improve the environment and it keeps our bodies fit and healthy. This project was aimed at children aged 10 to 12 years, and key activities focused on having as many children as possible cycling to school.

**For further details contact the Cycle to School Day Co-ordinator on 08 9216 8556 or visit [www.dpi.wa.gov.au/bikeweek](http://www.dpi.wa.gov.au/bikeweek)**

**Please Note: Cycle to School Day is aimed at students in Year 5 - 7 and above.**



### MEDIA STATEMENT TEMPLATE

Use this media template to get some coverage in your community of the great things your school does to promote cycling. Another way to get some publicity is to profile a family within your school community that is a positive role model for cycling.

### MEDIA STATEMENT <date>

#### <Your School> Cycle to School Day Wednesday 25 March 2009 <OR your date>

Thousands of school students across Western Australia will take part in the annual Cycle to School Day on Wednesday 25 March. Part of *Cycle Instead* Bikeweek. This year's event coincides with the National Ride2School Day.

Organised by the Department for Planning and Infrastructure, Cycle to School Day aims to increase awareness of cycling and its many benefits and to encourage Western Australian children to cycle to school.

In 2008, the event was a massive success, with close to 15,000 students from more than 160 primary and secondary schools riding their bikes to school. It is anticipated that even more students will participate in 2009.

Riding a bike is a fun activity and a popular and convenient way for people of all ages and abilities to be active.

It also has benefits for our community, environment, transport system, health and well-being.

There is a real potential for increase in the number of children cycling to school, especially for those who live within a 10-minute cycling (2-3km) and a 10-minute walking (less than a kilometre) radius from the school. Parents and teachers are the best role models for students and it is important that we encourage all children to participate in physical activity.

Students under 12 years of age should be supervised by parents or a guardian on their way to school. Only parents can decide whether their children are competent to cycle to school.

<Principal/teacher's name> of <school name> says, "Not only do individual children benefit from the physical activity that cycling brings, but the entire school benefits because there is a reduction in traffic congestion, resulting from fewer parent taxis being used, and a reduction in accident risk."

"If we increase the number of students who cycle or catch public transport to school, we can make our school community safer and friendlier for everyone."

Cycle to School day is just one of a number of special cycling events being held as part of *Cycle Instead* Bikeweek 2009.

For further details about Bikeweek 2009 log on to [www.dpi.wa.gov.au/cycling/bikeweek](http://www.dpi.wa.gov.au/cycling/bikeweek) or contact the Department for Planning and Infrastructure on 9216 8556.

For more details please contact <school representative>, <position>, <phone number>

Who: <Contact person at your school

Where: <Location for the best photo shoot>

When: <Photo of all participants>

## EVALUATION FORM

*How to WIN A BIKE? See details below*

**SCHOOL NAME** \_\_\_\_\_

1. How many students in Year 5 and above were involved overall in the Cycle to School Day at your school?  
\_\_\_\_\_

2. How many students cycled to school on Wednesday 25 March 2009? \_\_\_\_\_

3. Did your school host a special event? Yes / No

4. If yes, please briefly describe the type of event your school hosted:  
\_\_\_\_\_  
\_\_\_\_\_

5. Were students provided with any cycling skills and safety education, ie Bike Education? Yes / No  
If yes, please provide details:  
\_\_\_\_\_  
\_\_\_\_\_

6. Did your school receive adequate amounts of merchandise for spot prizes? Yes / No  
If you have any suggestions about preferred merchandise, please list your ideas.  
\_\_\_\_\_  
\_\_\_\_\_

7. Did your event attract any media coverage? (i.e. school newsletter, school website, local community newspaper, the West Australian, Sunday Times, TV, Radio) Yes / No

**If YES, please provide details, a short story for our web and attach copies to this form**  
\_\_\_\_\_  
\_\_\_\_\_

**Fax this form to 9216 8497 or mail to:** Bikewest  
Department for Planning and Infrastructure  
441 Murray Street, Perth WA 6000 ATT. Jana

One metropolitan and one regional school will **WIN** an Avanti bike, each valued at \$600 retail. Simply complete and return this form with a photograph by Wednesday, 15 April 2009. The prize draw will take place on Friday, 17 April.

To promote your school's involvement on the Department for Planning and Infrastructure's cycling web site send an email to [cycling@dpi.wa.gov.au](mailto:cycling@dpi.wa.gov.au) or telephone Jana Zivadinovic on (08) 9216 8556.

To subscribe to our electronic newsletter visit [www.dpi.wa.gov.au/cycling](http://www.dpi.wa.gov.au/cycling)

**Thank you for completing the Cycle to School Day 2009 Evaluation Form.**



Government of **Western Australia**  
Department for **Planning and Infrastructure**



**be active wa**