



GREAT ECCLESTON COPP  
CHURCH OF ENGLAND  
PRIMARY SCHOOL



WALKING/CYCLING  
(CHILDREN) POLICY

Reviewed and updated September 2019

Copp Cares

*"Let us love, not in word, but in truth and action." (1 John 3:18)*

*Talk to me and I will listen, show me and I will remember,*

*Involve me and I will learn, encourage me and I will thrive.*

*Copp, the village school, where everyone is special and where God will help us grow.*

### Walking/Cycling\* to School

Parents \*\* take full and due responsibility and care to ensure that their child arrives safely at school each morning. Where children walk/cycle to school, it is understood by the school that parents ensure that their child takes the safest route to school as is possible.

Older children (Y4/5/6) may walk to school independently of an adult where parents have made arrangements for them to do so. Parents therefore take an informed decision that they are responsible for their child's safety on their way to school, even when they are not physically present. Only Y6 pupils who have passed their proficiency test may cycle to school.

Children should NOT arrive at school prior to 8.40am, as there will be no members of staff on duty before this time.

If a Y6 child arrives at school on a bicycle, they must dismount before entering the lane at the side of school. They should then walk their cycles down the zebra crossing to the area at the back of school, where they have the facility to lock up their bicycle. Copp School accepts no responsibility for bicycles left on the premises.

Parents must inform the school if their child will, at any time, be walking/cycling to school without an adult, so that a register can be compiled of key children to identify, should they not arrive at school at the appropriate time in the morning.

As the responsible body receiving children from home at the start of the day, the school recognises a clear responsibility to contact parents if their child has not attended morning registration and no contact has been made by the parent to the school to inform the school of absence due to illness or other reason.

The school will, therefore, ensure that registers are checked and will then make attempts to contact the parent to ascertain a reason for absence or to highlight that a child has not attended registration.

Contact will be sought with the parent by 9.15am if there is an absence without reasons being noted by classroom staff or the office.

Where a child has left their parent with the intention of walking/cycling to school but has not arrived and the school has made contact with the parent and an issue of a missing child is therefore noted, the school will immediately contact the police to report a missing child. The school's Designated Senior Person for child protection will then be immediately informed and safeguarding procedures for child protection will be followed.

Parents are responsible for informing the school before 8.45am on the day of absence, should their child be unwell or otherwise unable to attend school. This includes informing the school prior to taking their child for any early morning medical examinations (eg doctor or dentist) which may cause their child to miss registration in the morning and arrive in the school later than 8.55 am.

### Walking/Cycling\* Home from School

It is the policy for the school to seek written clarification from parents/carers in Y4/5/6 who wish their child to walk/cycle home alone at the end of the school day. Only Y6 pupils who have passed their proficiency test may cycle from school.

The school maintains a register of those known children whose parents have made the request that their child is dismissed by a member of staff at the end of the school day to walk/cycle home alone.

Any child walking home **MUST** complete the Walking Home Book which is kept in the office. Children must **NOT** leave school via the main entrance, but through the children's entrance.

If a child is cycling home from school, they must:

- sign out in the Walking Home Book in the office;
- use the infant corridor door to retrieve their bicycle;
- ensure that they put on their safety helmet;
- walk their bicycle down the back path and on to the zebra crossing;
- only mount their bicycle once they are on the road.

If a child has left the school to walk/cycle home alone but does not arrive home, the parent should contact the school in the first instance to seek clarification from the school as to when the child left the school site.

If the parent feels that a period of time has passed and their child has not arrived at home and that this is unusual or causing concern, the school recommends that the parent calls the school to report their concern. The school can then offer assistance in using contacts to search for the child. It is then recommended that the police are informed if the child is not traced within half an hour of this action being taken, or indeed, as soon as the parent deems police involvement is necessary.

**If school feels, for whatever reason, that it is not safe for a child to walk to school or to walk from school without a responsible adult, then permission will be withdrawn and parents informed.**

### Social Events Out of School Hours

Parents are not required to accompany their children during school discos but they must drop them off at school and arrange collection at the end of the disco by a responsible adult (18 years of age and above). **Under no circumstances will children be permitted to leave the disco on their own, whether or not their parents have signed a walking home letter.**

For all other social events, eg summer fete, Christmas fair, etc, all pupils **MUST** be accompanied by a responsible adult.

At no time will pupils be able to arrive or leave school functions on a bicycle.

*\* Children who cycle to and from school should have passed a cycling proficiency test (eg Bikeability) and wear the appropriate safety equipment.*

*\*\* The term parent/parents refers to any parent or carer who has responsibility for a given child.*