

**Dear headteacher, parents, carers and group leaders who book Bikeability**

We are writing to explain why we have made a change to our Bikeability booking terms.

The Bikeability Trust is on a mission to ensure that a total of 5 million more children can access Bikeability cycle training by 2025. Currently, our Department for Transport funding is not able to offer Bikeability to every child but we are working hard to secure this.

Bikeability training is publicly funded by the Department for Transport and cycle training is delivered across England by registered training providers. These providers and their registered cycling instructors are quality-assured by the Bikeability Trust.

We have recently reviewed our booking terms and made changes to our cancellation terms, for the following reasons:

- To reflect the wider education, sports and outdoor pursuits industry standards
- To minimise instances where children miss out on Bikeability, in order to ensure as many as children as possible can access this vital life skill.
- To support our training providers, who operate as small businesses and lose income when schools cancel
- To support instructors who are self-employed and lose income when schools cancel
- To demonstrate value for money to the Department for Transport, which in turn will impact our ability to secure future funding.

Our cancellation policies are based on **whole course** cancellations, not individual place cancellations. We know that on the day a small number of children may need to withdraw for health or other reasons.

<b>Time of cancellation before the training start date</b>	<b>Cancellation charge</b>
More than 4 weeks	No charge to school/organisation
Less than 4 weeks	50% of the course costs charge to school/organisation This charge is applied if the training provider cannot find an alternate school/organisation to fill the booking slot
Less than 14 days	100% of the course costs charge to school/organisation This charge is applied if the training provider cannot find an alternate school/organisation to fill the booking slot

There will be **no charge** to the school where cancellation is due to:

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- An unannounced Ofsted Inspection (although feedback from Ofsted states that they value seeing Bikeability in schools)
- A public health mandated closure of school
- A force majeure event

We hope that you will support our drive to improve access to Bikeability training and help us work towards every child having this life skill.

In addition to in-school Bikeability cycle training, there is also on-line support on the Bikeability website to develop children's cycle skills, and help children maximise the impact of Bikeability. The free **Tools for Schools** toolbox for Early Years and Key Stages 1, 2 and 3 includes curriculum-linked materials and accompanying teacher guides that bring cycling to life in maths, English, science, geography and beyond. It also includes tips, tools and fun activities to help each child continue to enjoy and improve their cycling, both in and out of school. Download at: <https://bikeability.org.uk/tools-for-schools/>

We also have a new Cycle More and Have Fun film that gives our top tips for safe family cycling: <https://bikeability.org.uk/cycle-more/family-cycling/essential-cycling-skills-for-families/>

We hope you agree that there has never been a more important time to ensure every child has the confidence to enjoy cycling. The Bikeability Trust is committed to ensure that no child misses the opportunity to develop this important life skill and we hope you will support us in this endeavour by adhering to this cancellation policy.

Should you wish to contact the Bikeability Trust directly, please email [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk)

Kind regards



Emily Cherry

Executive Director, The Bikeability Trust

[www.bikeability.org.uk](http://www.bikeability.org.uk)

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