

# Isleworth Town School Bike/Scooter Loan Agreement

**Bike/Scooter:** \_\_\_\_\_

Isleworth Town School have purchased and own a number of different sized and make of children's bikes and scooters, to support pupils in being able to participate in and learn new cycling/scooting skills and promote a healthier and more sustainable means of travel to and from school and around the local area.

Once bikes are out on a loan agreement they may be used for travel to and from school, family bike rides or personal recreational cycling/scooting for the duration of the loan agreement.

This agreement allows the parent/guardian of the pupil named in the loan agreement to take temporary responsibility for the safe transport, storage, routine maintenance and cleaning of the bike/scooter for the agreed loan period.

The parent has to agree to discharge their responsibilities described below and the school has the right to refuse to enter into a request for a loan agreement at the school's discretion.

It is the responsibility of the parent/guardian of the pupil to ensure that they wear appropriate cycling/scooting clothing and safety equipment e.g. a good fitting helmet, gloves, suitable footwear and leg wear, whenever they go cycling/ scooting.

It is the responsibility of the parent/guardian of the pupil to keep and maintain the bike/scooter in good working order and keep it clean for the duration of the agreement.

This includes:-

- Ensuring that the bike is stored in a safe and secure environment to minimize the risk of theft or accidental damage during the loan period, using either the lock provided or if preferred a personal lock.
- Ensuring that the tyres are kept at the correct pressure and that the essential working components of the bike/scooter are in good working order to the best of your ability.
- Keeping the bike/scooter clean.
- Returning the bike/scooter in the same good safe condition as it was at the start of the loan period.
- Ensuring the pupil rides safely and complies with road safety requirements.
- Not to use the bike/scooter for more than one person at a time.
- Not to tamper with the bike or make temporary or permanent modifications that would compromise the manufacturers warranty agreement or recommendations.
- Informing the school immediately of any concerns regarding the roadworthiness of the bike/scooter.

It is the parents/guardians responsibility to return the bike to the school on the date specified at the end of the loan agreement.

Bikes and Scooters must be collected and returned on Monday mornings.

The school will arrange to return the holding deposit to the parent/guardian at their discretion based on the return condition of the bike/scooter being in line with the agreed requirements.

Parents can return the bike before the end of the loan agreement.

Any accidents that occur with the child whilst using the bike on the loan agreement involving them individually, or a third party **will not** be covered by the schools insurance and will remain the responsibility of the parent/guardian to deal with via their own approach or their insurance policy.

The school **will not** be liable for any third party claims.

The school recommends that pupils are always supervised by a reliable adult whilst they are traveling by bike or scooter.

Bikes and Scooters **MUST NOT** be ridden within the school premises and **MUST** be locked up securely in the bike shed.

If you have any queries please see Mr Evans or Miss Haws.

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## Isleworth Town School Bike/Scooter Loan Agreement

**Bike/Scooter** \_\_\_\_\_

I agree to abide by the school agreement and undertake to ensure the bike is returned on time and in the same condition as it was at the start of the loan period.

I understand that failing to do so may result in the loss of my security deposit.  
I have included a minimum of £1 contribution towards the upkeep and maintenance of the bikes/scooters

Name of child:

Class of child:

Donation included (£1 minimum)

Deposit included (£5)

Name of Parent/carer \_\_\_\_\_

Signed \_\_\_\_\_ date: \_\_\_\_\_

Dear Parents/Carers,

Thank you for signing up for the hire of a bike or scooter from the school hire scheme. You will be able to collect the bike or scooter on:

Monday\_\_\_\_\_

Bikes and scooters are collected from Mr Evans and his group of year 5/6 helpers at the end of the school day (Mondays) at the bike shelter round the back of the school. At this time you will receive the bike or scooter, a high-viz jacket plus a lock and a helmet.

In order to take the bike or scooter home we will need:

- The attached agreement form completed and signed,
- a £5 returnable deposit and
- a £1 donation.

These can be either returned to Mr Evans in the coming few days or returned when collecting the bike or scooter after school on Monday.

The bike or scooter needs to be returned the Monday morning of the following week (by 8.50am) and securely locked in the bike shelter, where year 5/6 helpers will check in all of the returned items. Your deposit will be returned at the end of this school day after the bikes have been checked over by an adult.

If the scooter or bike was taken from Nursery it needs to be returned there please.

Please remember that children should wear the helmet and high-viz jacket provided at all times in order to be safe when travelling to and from school.

Thank you for your support in the bike and scooter hire scheme.

Mr Evans  
Macaw Class.



Booking Sheet

# Bike -



Week Beginning	Child's Name	Class	Parent Signature
18 <sup>th</sup> Oct			
1 <sup>st</sup> Nov			
8 <sup>th</sup> Nov			
15 <sup>th</sup> Nov			
22 <sup>nd</sup> Nov			
29 <sup>th</sup> Nov			
6 <sup>th</sup> Dec			
13 <sup>th</sup> Dec			

10 <sup>th</sup> Jan			
17 <sup>th</sup> Jan			
24 <sup>th</sup> Jan			
31 <sup>st</sup> Jan			
7 <sup>th</sup> Feb			
14 <sup>th</sup> Feb			