Model school booking form checklist (September 2021)

The Bikeability Trust recognises that there are a variety of booking procedures used by training providers when engaging with schools.

This model checklist document can be used as the basis for your school booking form**.** It contains the standard cancellation policy adopted by the Bikeability Trust which should be included when booking Bikeability(unless you have equivalent cancellation guidance to protect instructor pay and training provider income to remain a viable business).

There are a range of model documents available including parental consent and providing rider characteristics [Bikeability » Documents](https://professionals.bikeability.org.uk/documents/#ridercharacteristics).

**Checklist:**

Does your school booking form (terms and conditions) include:

* Date of training
* Number of pupils training to be offered to
* Commitment to distribute and collate parental consent forms
* Commitment to passing on relevant information on access / SEND or pupil issues that instructors need to know about in advance to provide an inclusive session
* Deadline to confirm numbers and consent forms
* Cancellation policy
* Signature to terms and conditions

Does your information to schools include:

* Statement on rider progression (e.g., not all children may progress to level 2 is in the form)
* Link to Bikeability website and tools for schools [www.bikeability.org.uk](http://www.bikeability.org.uk)
* Helmet policy
* Roadworthy cycle information
* Instructors are registered, qualified and DBS checked and have had safeguarding and risk benefit assessment training
* Link to training provider contact details
* Highlighting need for parental consent /link to form
* Details of how to make a complaint

Example cancellation terms:

Bikeability training is publicly funded by the Department for Transport. We are committed to fair terms for our workforce, meaning that cancellation costs must be met by the school to maximise public funding and to minimise the instances where children miss out on the opportunity to receive Bikeability training. It is understood that occasionally a whole booked course is cancelled. If a course is cancelled in its entirety the following cancellation terms shall apply:

|  |  |
| --- | --- |
| **Time of cancellation before the training start date** | **Cancellation charge** |
| More than 4 weeks  | No charge |
| Less than 4 weeks | 50% of the course costs, provided we (the training provider) using reasonable endeavours cannot find an alternate school / organisation to fulfil the booking slot.  |
| Less than 14 days | 100% of the course costs, provided we (the training provider) using reasonable endeavours cannot find an alternate school / organisation to fulfil the booking slot. |

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

* Unannounced Ofsted Inspection\*\*
* Public health mandated closure of school
* A force majeure event

\*\* Please note that Ofsted are keen to see schools working under normal circumstances and showing their extended curriculum.