



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Way2Go Bike Ed 2018

### School information

**School name**

  

**School address**

**Suburb**

**Postcode**

**School telephone number**

SAMPLE REGISTRATION FORM

**Select the option that best describes your school**

- We are a **Way2Go** school
- We are developing a school travel plan with the **Way2Go** team
- Our school principal has formally expressed in us to becoming a **Way2Go** school

**Other (please specify)**

**How did you find out about the *Way2Go* Bike Ed registration period? (select all applicable options)**

- Direct email invitation
- Email invitation was forwarded to me
- A phone call
- Facebook posts
- I contacted Bike SA
- Parent enquiry
- Friends
- The ***Way2Go*** website
- Other (please specify)

**SAMPLE REGISTRATION FORM**



## Way2Go Bike Ed 2018

### Way2Go Bike Ed School Coordinator

The **Way2Go Bike Ed** school coordinator plays a critical role in planning a smooth program. In particular he/she will need to:

- negotiate delivery dates with Bike SA
- liaise with the assigned agency (Bike SA or RAA) about the student owned [bike safety check](#) prior to students participation in the program.
- [order](#) the student learning journals, bike check cards, participation certificates and distribute to class teachers
- liaise with school leadership to meet the staffing ratio
- communicate with class teachers about their role

For more detail view the [roles and responsibilities](#) for schools.

Title

First name

Last name

Email address

If you would like to provide an alternative phone number (e.g mobile number) please record it below. It will only be used for urgent matters

SAMPLE REGISTRATION FORM

**Are you the school principal?**

Yes

No

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## Way2Go Bike Ed 2018

### School principal contact information

*The principal's email address needs to be directly accessible by the principal. It will be used to seek confirmation of the details. Submissions that do not have principal's authority cannot progress to the pool of schools considered for a funded program.*

**Title**

**First name**

**Last name**

**Unique email address (E.g. John.smith123@schools.sa.edu.au)**

SAMPLE REGISTRATION FORM



## Way2Go Bike Ed 2018

### Delivery category and term preferences

**Way2Go Bike Ed** is now delivered under [six categories](#) so that:

- smaller and larger schools can participate in the program
- schools have more choice of the student cohort that participates
- more programs are available to schools each year.

Check that your school satisfies each item in the category definition. If you are not sure about student numbers for next year ask your principal to provide an estimate.

For further information read the frequently asked questions section or [contact DPTI](#).

**Please record the delivery category for your school**

- Large metropolitan school (Minimum of 91 students and maximum of 120 students)
- Large regional school (Minimum of 91 students and maximum of 120 students)
- Standard metropolitan school (Minimum of 61 students and maximum of 90 students)
- Standard regional school (Minimum of 61 students and maximum of 90 students)
- Small metropolitan school (Minimum of 31 students and maximum of 60 students)
- Small regional school (Minimum of 31 students and maximum of 60 students)

**The government's priority is to deliver the program to as many students and schools across the state as possible. If you would like/need to include students who have already participated in Way2Go Bike Ed please explain below.**

**Our 2018 Way2Go Bike Ed cohort includes students who have participated in Way2Go Bike Ed at our school in 2017?**

- No
- Yes (please describe your situation)

Rank your term preferences (Check that the information is correct before moving to the next question).

Term one

Term two

Term three

Term four

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## Way2Go Bike Ed 2018

### School staff & supervision ratio (on-road 1:5)

*Supervising teachers will require a suitably sized and roadworthy bicycle, helmet and closed-in shoes. They should also be able to ride a bike safely. The school principal has responsibility for deciding staff suitability.*

*In standard and large schools Bike SA will provide three instructors for the duration of the program. It is a legal requirement for a teacher to be present for all sessions. To assist meeting the DECD Guidelines, a fourth instructor is provided for the on-road component, usually weeks/sessions 4-7 inclusive.*

*In small schools instructor numbers depends on the size of the school. This is identified at the initial planning meeting.*

*If class numbers are between 26-30, schools must provide a second staff member for the duration of the on-road sessions. Alternatively, the school may employ a TRT or request an additional instructor, with costs met by the school.*

*Schools can draw on parent and community networks for volunteers to assist with the program. All government and school system requirements in relation to volunteers must be met. The inclusion of parents and volunteers does not contribute to the required student teacher ratio.*

#### **We need advice about how to access a roadworthy bicycle and helmet for teachers**

- Yes  
 No

#### **We need advice about how to access practical cycling lessons for staff**

- Yes  
 No

Number of staff requiring support



**Please indicate which option you intend to take to meet the on-road student supervision ratio**

- We will arrange for our current staff to be available
- We will arrange to employ a suitable TRT
- We will require an additional instructor for all on-road sessions
- We require an additional instructor for some of our on-road sessions

**SAMPLE REGISTRATION FORM**

## Way2Go Bike Ed 2018

### Teaching roles - a partnership approach

The [Way2Go Bike Ed teaching resource](#) was developed for use by school staff that are participating in **Way2Go Bike Ed**.

Topics 1 & 2 need to be taught before the instructors arrive. The program then runs smoothly with students monitoring their own learning, being organised, and taking responsibility and care for their own safety.

Topics 3-4 and other tasks in the student learning journal can be at the teacher's discretion. For a description of the optional topics and tasks please refer to the 'Way2Go Bike Ed Student Learning Journal - Guide for Teachers' (yellow link under the how to section).

#### **How will instructors support teachers in the use of the student learning journal?**

Instructors will refer to and encourage students to complete relevant sections of their student learning journal upon summary of each session. Teachers determine how and when this should occur (i.e. in class or at home with parents/ caregivers).

If the weather is inclement and alternative activities are not possible (e.g. learning how to repair a puncture) schools may negotiate for the instructors to use the student learning journal during the scheduled session.

#### **What will instructors teach?**

Instructors will focus on practical bike riding skills and the development of student's safe decision making in both off and on-road environments. Learning through doing benefits students by maximizing the opportunities they have to develop and demonstrate their achievements in the presence of qualified instructors. It is particularly beneficial to students who are new to riding or do not have access to a bike at home.

The 'Sequence of learning guide' and 'Information for supervising teachers' provides an overview of the practical sessions. Schools may also view the 'Student assessment sheet' for information on what instructors will observe for during assessment. Download these documents from the [planning](#) page.

All staff are expected to complete the online post program evaluation for monitoring and improvement purposes.

If you have any questions about the teacher resource package or role of the class teacher record them below.

SAMPLE REGISTRATION FORM

## Way2Go Bike Ed 2018

### Bikes, helmets and sufficient space

*Bike SA can provide up to 15 bikes and helmets for student use. Additional bikes can be considered but may incur a cost to the school. We recommend considering if some students can borrow a bike from a sibling, family friend or member of another class if bike ownership is low.*

*All student owned bikes will be assessed for road-worthiness during the [bike safety check](#).*

*You will need a secure bike parking area for the increased number of bicycles at school during the program.*

*To effectively run the off road session, a large asphalt space the size of at least 2 tennis courts in size must be reserved for instructors use.*

**Please indicate any questions you would like addressed about resource and facilities in the planning meeting?**

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## Way2Go Bike Ed 2018

### School initiatives

**Way2Go Bike Ed** aims to provide the foundation for children to become competent and safe bike riders. Evidence has shown that students need regular and ongoing opportunities to master the skills introduced in the program.

If there are more submissions than places available DPTI will prioritize funding according to a school's last participation date (i.e. previous year) and evidence of actions the school has undertaken to create and promote a bike riding culture.

If you would like DPTI to take into consideration projects or initiatives that your school engages with to promote a cycling culture please record this below.

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## Way2Go Bike Ed 2018

### What happens next?

*DPTI will send an email directly to your principal requesting verification of the submission (If you are the principal you will just receive a copy for your records). Principal agreement must be confirmed to proceed. You will be notified via cc of the acknowledgement of response email.*

*All successful schools will have their registration details forwarded to Bike SA. Bike SA will then contact you to negotiate dates of participation before the end of the school year.*

*Schools that are participating in term 1 2018 will meet, or have a phone conversation with Bike SA in term 4 this year. These schools can also order resources so they are available to class teachers at the beginning of the school year.*

For further details about the registration process [click here](#).

**Do you have any further comments or questions?**

SAMPLE REGISTRATION FORM