

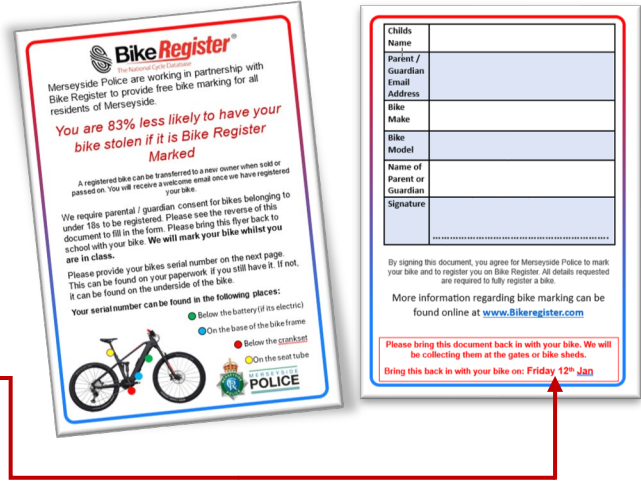
Schools - bike marking process

First stage

Pupils will be issued with an A5 document about bike marking. This will be given out a few days before the bike marking takes place to allow time for forms to be completed.

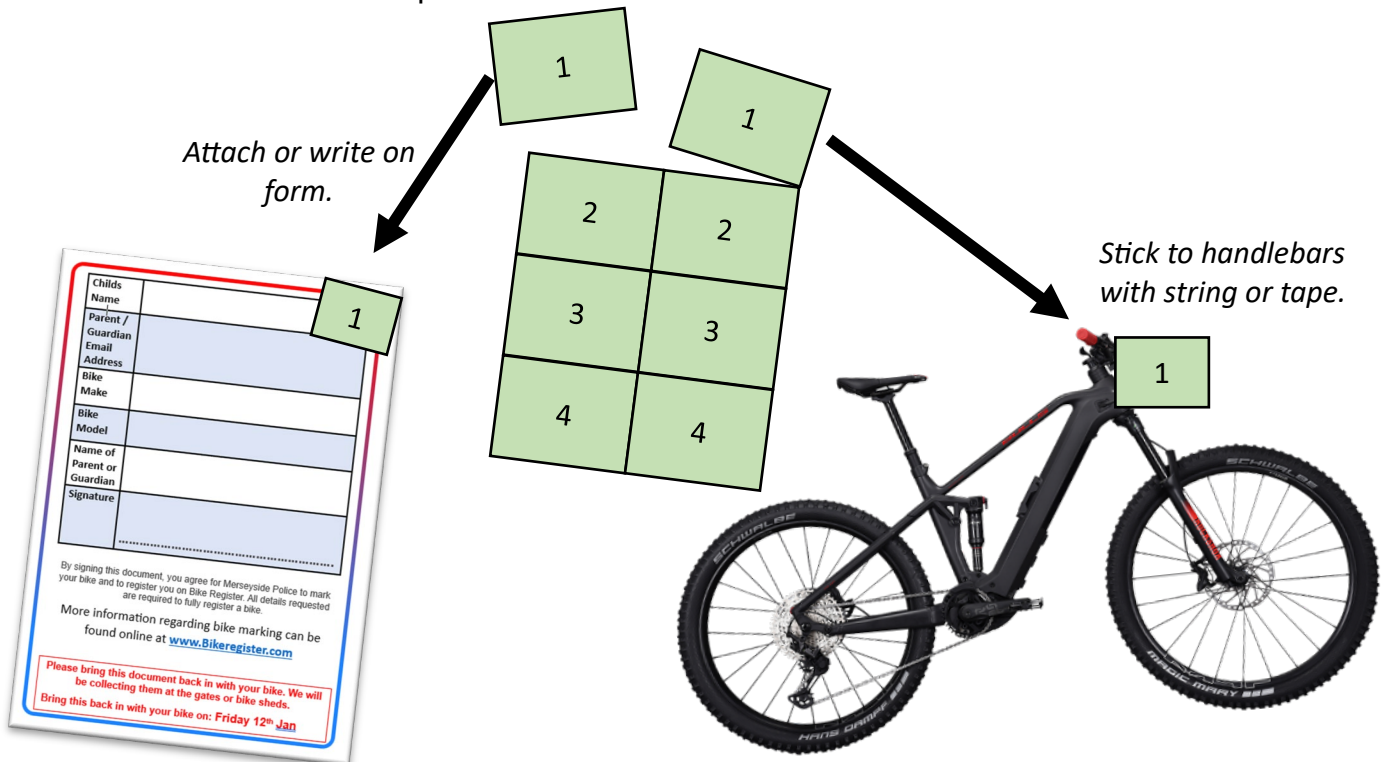
These can be handed out at the gates to those riding bikes or given to the school to hand out during assembly or form.

The document will state what date that they are required to bring the completed document back into school.



Second Stage

On the day of the bike marking. **Officers need to be present at the school gates** to collect forms from those coming in on bikes. If officers are not there to collect the forms, it will be a lot more difficult or impossible to link each bike to the form. A ticket will be taped to the bike and a ticket will be attached to the completed document. This will allow officers to identify which document belongs to which bike. Students can then lock their bike up and attend class.



Bike marking can then be completed during the school day. Once all bikes are marked, the forms should be handed into school for safe keeping / return to pupils.