



The Diamond Learning Partnership Trust

Cycle to Work Scheme and Policy

Approved by:	Chief Executive Officer	Date: September 2025
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Last reviewed on:	August 2025
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Next review due by:	August 2028
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Cycle to Work Scheme

Diamond Learning Partnership Trust is delighted to offer a Cycle to Work Scheme via www.cyclescheme.co.uk. This is part of the DLPT suite of benefits.

A) How does the scheme work?

- 1) On satisfactory completion of the probationary period, all permanent staff are entitled to purchase a bicycle for the purpose of travelling to work via our cycle to work scheme.
- 2) The employee benefits by hiring the bicycle and kit from the employer at a cost (up to £3,000 in value) excluding VAT, income tax and national insurance.
- 3) Salary sacrifice deductions will be made from your salary each month for the amount agreed, as per the signed agreement which should be completed and returned to the HR Team.
- 4) Diamond Learning Partnership Trust is registered with Cyclescheme Limited, a subsidiary of Blackhawk Network (BHN) who run the scheme. Should you require further information or to apply please go to www.cyclescheme.co.uk/request/intro.

B) Bicycles

The company will support any eligible employees who wish to cycle to work. The company will ensure there are appropriate secure locations on or around the premises, although cannot take any responsibility for loss or damage to an employee's bicycle.

Any employee cycling to work should comply with all appropriate health and safety regulations, i.e. wear a helmet, use appropriate lighting and it is their responsibility to ensure their bicycle is in appropriate working order.

C) Repayment

Repayment will be made via salary sacrifice. However, if you should leave the employment of Diamond Learning Partnership Trust, you will then owe the balance of your loan.