

Traffic Movement Plan
Durants School 4 Pitfield Way, Enfield, Middlesex, EN3 5BY

Durants Pitfield site is located on Pitfield Way, a side road off a main road (The Hertford Road). It is paramount that the safety of our pupils and all site users have been considered. Therefore we have a very comprehensive traffic movement plan in place.

We have a front and back access to the school which is our responsibility to manage.

Front car park

The front entrance is where all visitors and deliveries must report to – no personnel enter the building via the back car park.

The front car park has a small number of parking spaces for senior management staff. This is where the minibuses are parked and where pupils would embark and disembark the buses when going on out and about trips during the school day.

Embarking and disembarking the minibuses for out and about sessions

Staff taking pupils on out and about trips file a risk assessment in the office so school are aware a group will be going offsite. They also verbally alert the office staff as to the time of their departure.

It is the responsibility of the out and about session leader to ensure the car park is safe for pupils to enter to get on the minibus or safe to get off. The session leader documented on the trip risk assessment will be responsible for ensuring the front gate and pedestrian gate are closed and there are no moving vehicles in the car park before pupils embark or disembark.

The car park gate and pedestrian gates are electric and opening is managed by the office. The gates close automatically once a person or vehicle has entered. There is a slight delay in the closing of the gates and this happens at a slow speed so vigilance is paramount and entry into the car park from pupils should only happen when gates are fully closed and it is deemed safe by the session leader.

Pupils arriving on the school premises and leaving the premises at the end of the day via the back car park

- Senior members of school staff manage the back car park in the morning as pupils arrive and in the afternoon as pupils leave
- Staff managing the car park are to wear hi visibility jackets or vests whilst carrying out their responsibilities.
- Local authority busses and cabs enter the school via the back car park.
- Approximately 10 vehicles (busses and cabs) can fit in the car park at any one time, stop signs indicate where the buses must drive up to and stop.
- Staff are to bring pupils to the car park area at the end of the day. It is class staff's responsibility to ensure their pupils get onto their bus and wait with any pupil who are waiting for their buses to arrive.
- Most classes can see busses arriving from their classroom windows.
- All vehicles must remain stationary once in the car park.
- Vehicles only to move once asked to do so by senior members of staff.

Emergency vehicles

In the case of an emergency and where staff have called a 999 service, these vehicles must come to the front car park.

Car parking

The front car park has allocated parking for senior members of staff. The back car park is for school staff on a first come first serve basis. Staff park at their own risk and will be aware that pupils enter and exit their school transport in the same area their car are parked. There is no visitor parking, however, there are a number of surrounding side roads that offer free parking.