

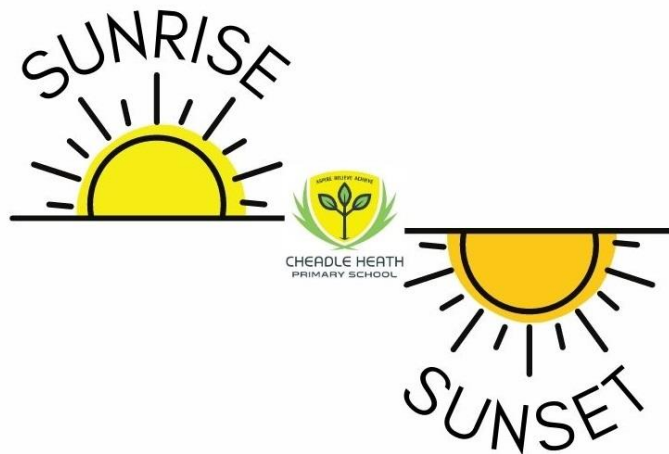


Cheadle Heath
Primary School

Championing Excellence for Everyone

Wrap Around Care

2026 – 2027



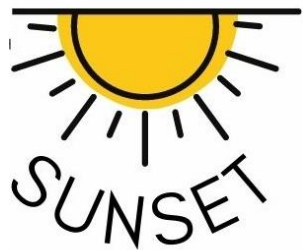
Welcome

Sunrise and Sunset Clubs are our before and after school wraparound provision for Cheadle Heath Primary School.



Sunrise Club Team

Mrs. Kennedy Mrs. Cross
Mrs. Brooks Mrs. Wall
Miss Atkins Mrs Steele



Sunset Club Team

Miss K Topping – Manager
Ms Smith Mrs. Beynon
Miss Furness Mrs. Cooper
Ms Clare Mrs. Cross
Miss Doyle

All of the team are Cheadle Heath Primary staff and are familiar with all the children in school.

If you need to contact to any member of staff please email:

sunrise@cheadleheathprimary.co.uk (breakfast club)

sunset@cheadleheathprimary.co.uk (after school club)

Please note that during the school day emails will not be answered as staff will be teaching in class. Therefore, if you need to speak to someone urgently please contact the school office 0161 428 2476.

Sunrise Club



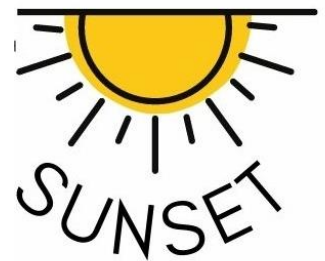
Sunrise Club opens at 7:30am. Children are provided with a wide choice of healthy breakfasts. Breakfast service ends at 8.20am so please arrive before this time so they can enjoy a nutritious breakfast.

Children have a range of different activities and games to choose from in Sunrise Club.

Sunset Club

Sunset Club is open from 3:15pm to 6.00pm with two tiered available sessions to meet parents' needs.

All children are collected from their classrooms by a member of staff, any children attending extracurricular activities after school will be taken to Sunset Club by the club leader when the activity has finished.



Whilst in Sunset Club all children are provided with a healthy and nutritious snack with a variety of options throughout the week.

In Sunset Club all children will have the chance to engage in a wide selection of indoor and outdoor activities and a number of themed nights are planned throughout the year.

2026/27 Sessions and Prices

To book a session please use your School Spider account.

Under "Bookings and Payments" you will see the following options:

- Sunrise Club: 7:30am to 8:45am (including breakfast) £4
- Sunset Club: 3:15pm to 4:30pm (Including snack) £5
- Sunset Club: 3:15pm to 6pm (Including snack) £10

The closing time for making bookings or changing bookings is as follows:

- **Sunrise Club:** bookings/changes up to 7am on the same day
- **Sunset Club:** 24 Hour cancellation required.

If your child is attending an extra-curricular club and you wish your child to attend Sunset Club afterwards, please book the relevant session as normal.

Childcare Vouchers

We accept childcare vouchers or Childcare Tax scheme payments.

For guidance how to use these on School Spider please refer to our website by clicking the following link: [Wraparound Care](#) or contact the school finance team finance@chedleheathprimary.co.uk

Terms & Conditions

By booking your child into the Sunrise or Sunset Club you agree to the following:

1. Fees for the Sunrise and Sunset Clubs are payable at the time of booking. Payment is by card using the School Spider App. Tax Free & Childcare voucher payments are also accepted and must be processed via School Spider using the voucher option.
2. It is the responsibility of the parent to check their child is booked in to the relevant club. If the child attends without a booking the parent will be liable for the additional fees.
3. It is the responsibility of the parent/carer to cancel the booking if the child will not be attending, this includes if your child is off ill or on a school event. If the place is not cancelled you will not be refunded for the place.
4. For Sunrise cancellations, the parent can cancel on School Spider up to 7.00am on the day. For Sunset cancellations you can cancel on School Spider upto 24 hours, after this date, via email to: sunset@cheadleheathprimary.co.uk.
5. No refunds will be issued if your child does not attend and you have not cancelled the session in the time period as this has withdrawn a place from another child.
6. Only authorised collectors may collect your child from Sunset Club. Please contact the club via email if you would like another person to collect your child.
7. Prior to commencing Sunset Club, you must return a registration form to ensure that we hold the correct emergency contacts, medical/dietary and authorised collector details.
8. Behaviour School policies, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards. If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.
9. Drop off for Sunrise Club and pick up for Sunset Club is via the Churchley Road gate.
10. We do not accept pupils on a "drop in basis" due to safeguarding and staff ratios, all bookings must be pre-booked. If you have an emergency, please contact the school office on 0161 428 2476.

Sunset Club Late Collection Policy

3.15pm Failed collection from school

If you do not collect your child from school on time at 3.15pm and your child is placed in Sunset Club, we will invoice you for the full session till 4.30pm PLUS a £10 late fee.

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3.15pm – 4.30pm Session

You must collect your child by the session end time. If you are booked on the 3.15 – 4.30pm session and collection is not made by 4.30pm we will invoice you for the full session till 6pm PLUS a £10 late fee.

3.15pm – 6pm Session

If you do not collect your child on or before 6pm, a late collection fee will be invoiced of £10 per 30 Minutes.

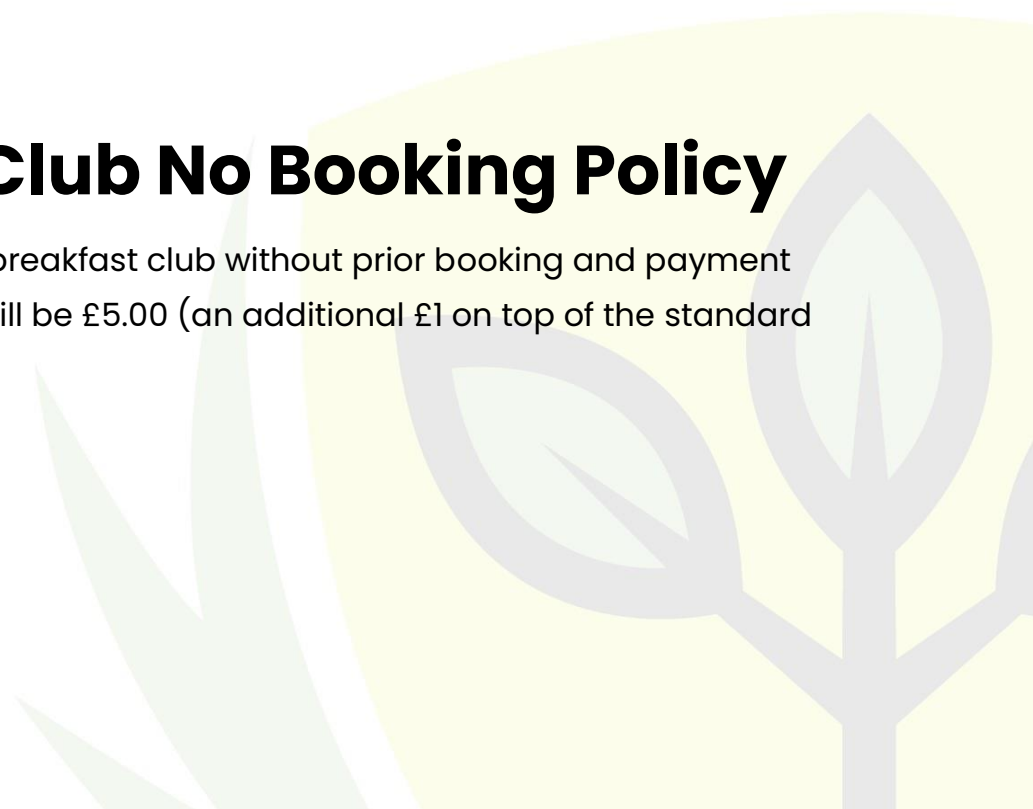
For safeguarding reasons, staff must stay on site until the child is collected, incurring additional staffing costs to the club.

Debts

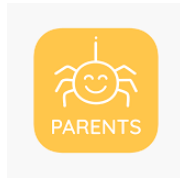
If you do not clear your invoices within 7 days your account will be placed on hold – this will result in being unable to book other After School clubs (Sports/Chess/Science etc) and any event bookings.

Sunrise Club No Booking Policy

If your child arrives to breakfast club without prior booking and payment the fee for attending will be £5.00 (an additional £1 on top of the standard fee)



School



Spider

The school booking and payment system is via the School Spider App (look for the above logo on the App Store).

You can also access via the website

<https://parents.schoolspider.co.uk/auth/login>

If your child is joining the school, on their first day you will receive an email with log in details to create an account. If you require Sunrise or Sunset Clubs on their first day at school, please contact Miss Topping (Sunset Manager) sunset@cheadleheathprimary.co.uk or Mrs Topping (School Business Manager) finance@cheadleheathprimary.co.uk

If you already have an account and cannot remember your password, you can reset your password using the app, entering the email you have provided to School.

School Spider will only provide one log in for parents that reside in the same household. If parents are registered at the same address both parents must use the same log in details to access the account on your devices.

If parents are registered at different addresses, each will receive an individual log in for School Spider.

If you have any difficulties using School Spider please contact the main office on 0161 428 2476 or via email: admin@cheadleheathprimary.co.uk

For any payment enquiries please contact Mrs Topping:
finance@cheadleheathprimary.co.uk



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SUNSET CLUB REGISTRATION

Please complete this form if you would like to register your child to attend the Sunset After School Club. These details will be held securely by the Sunset Club Manager.
One form should be completed per child and will be checked and updated annually.

CHILD'S DETAILS:

NAME OF CHILD:..... CLASS:.....

HOME ADDRESS:.....

DIETARY REQUIREMENTS:.....

MEDICAL CONDITIONS:.....

ALLERGIES:.....

ADDITIONAL NEEDS/SEND:.....

PARENT/CARER CONTACT DETAILS:

NAME:.....

PRIMARY CONTACT TEL:..... SECOND CONTACT TEL:.....

RELATIONSHIP TO CHILD:.....

NAME:.....

PRIMARY CONTACT TEL:..... SECOND CONTACT TEL:.....

RELATIONSHIP TO CHILD:.....

OTHER AUTHORISED COLLECTORS:

NAME:..... RELATIONSHIP TO CHILD:.....

NAME:..... RELATIONSHIP TO CHILD:.....

CODE WORD:.....

I have read and understood the following Terms and Conditions and booking criteria:

SIGNED:..... DATED:.....