



Jack In The Box Day Nursery



Berkshire Healthcare
NHS Foundation Trust

Newsletter – January 2026

Welcome

Welcome to a new year at Jack in the Box! We are excited for all that 2026 has to bring and look forward to continuing to see your children grow and learn over the coming year. We are also welcoming new families to the nursery, to whom we would like to extend a warm welcome. We look forward to getting to know you and your child and aid them in their learning journey. Should you have any questions regarding our policies, procedures or general nursery day, please do not hesitate to speak to a member of staff in your child's playroom or a member of the management team in the office.

Nursery Playroom Updates

We have been lucky enough to purchase some new activities throughout the nursery to further enhance children's learning and development through new and exciting resources. The children in all three playrooms have thoroughly enjoyed experimenting and engaging with these new resources. If you would like to know more about what we have available for the children, please do not hesitate to speak to a practitioner within your child's playroom.

We would like to take the opportunity to thank all parents who attended our Christmas celebrations. The children across the nursery enjoyed their parties, as well as all their Christmas activities and the creative opportunities available.

Baby Room News

The children in the baby room have enjoyed taking part in activities to explore early turn-taking skills, including building with blocks.



They have been exploring new books and wooden toys to discover what can be done with them. They have particularly enjoyed the new 'That's Not My...' series of books where the children can touch and feel the different textures within the book while learning new vocabulary.



They have taken part in lots of singing activities, particularly in the lead up to Christmas where they learned new Christmas songs and their actions, such as 'Twinkle Twinkle Christmas Star'. The children have taken part in plenty of art, messy and creative activities when making their Christmas cards, calendars and other artwork to take home. We hope you have enjoyed receiving them to display proudly or keep as a memory.



There will be a new fenced area within the room which will be fitted in January to create a dedicated messy and creative area for the children. This will enhance the children's exploration within these activities and allow them even more opportunities to explore textures, sensory play and mark-making opportunities.

This term, the children will be extending their vocabulary as practitioners use repetition to encourage their early communication and language skills. This will include naming different objects and using words during play to talk about what they are doing, such as 'car', 'pour', 'up' and 'down'. In addition to this, the children will be learning about parts of their body by naming them during free play and learning through songs such as 'Head, Shoulders, Knees and Toes'.

Please can we remind parents to bring in new supplies of nappies, wipes or creams as soon as possible after being given a 'nappy slip' to allow us to replenish your child's items.

Piglet Room News

The children have been learning about different colours, including sorting them and finding different colours around the playroom. The children have been engaging in messy play to encourage the children's sensory exploration and to find out about different textures and media. Alongside this, the children have been taking part in winter activities and black tray set-ups and adapting to our new winter routine. The children thoroughly enjoyed the Christmas preparation and learning our Christmas songs.



The book of the month has recently been 'Elmer' by David McKee. The children have been using this story to assist their learning regarding colour recognition and shapes. They have also been learning about kindness towards others and showing care and concern towards their peers.

This term, the children will be focussing on their communication and language skills. Practitioners will be assisting with the introduction of new language and encouraging the use of longer sentences to allow the children to communicate their needs. They will also be looking at their emotions and expressing these, as well as learning about sharing and turn-taking skills with others, supporting their personal, social and emotional development. The children



will also be enhancing their physical skills by learning how to put their own shoes and coats on independently.



If your child is preparing to begin their potty-training journey, please speak to a member of staff who can guide you with appropriate information and support you through the process.

Please can we remind parents to bring in new supplies of nappies, wipes or creams as soon as possible after being given a 'nappy slip' to allow us to replenish your child's items.

Pre-School Room News

The pre-school room have been learning about seasonal changes now that winter is here. They have been learning about winter animals and their habitats through exciting black tray activities, including playing with pretend snow and snowballs.



This assists the children's knowledge of the world, as well as introducing them to different textures during sensory play.

The children have also been expressing their creativity and imaginations by making potions and pretending to be scientists. This has allowed the children to see what happens when different things are mixed together, such as coloured water. This has promoted the use of questions and exploring different textures and properties.

The children have been learning more about their emotions and behaviours through activities such as emotion cards and puppets. Children have taken part in role plays with practitioners using puppets to express different emotions and use their imaginations. This support children's personal, social and emotional development, as well as their communication and language.



Practitioners have been encouraging learning around mathematical language within the pre-school room this term where the children have been using language of measure during play and guided activities. They have been learning about items that are heavy, light, long and short, and have been comparing objects while looking at their properties. As well as mathematical development, this also support children's communication and language and understanding of the world.

The book of the month in the pre-school room has recently been 'The Most Wonderful Gift in the World' by Mark Sperring. The children have been learning about the importance of friendship and kindness, as well as sharing with others. Practitioners have been teaching the children about being respectful through

conversations and during play. This story has also assisted the children's learning about seasonal change and winter habitats.

This term, the children will be focussing on beginning to find the letters of their name independently, following by recognising their name. They will also be extending their number skills through simple addition and subtraction using real objects. Practitioners will then be introducing new vocabulary related to children's interests to broaden their expressive communication and use of language.



School Admissions – September 2026 Reception Intake

A reminder that if your child was born between **1st September 2021 and 31st August 2022**, you must apply for a Reception school place for September 2026. I have provided the link below for children who will be attending schools in Slough. Please refer to your local borough council school admission site if your child will not be attending a school in Slough. The national closing date for on-time primary applications is **15th January 2026**.

<https://www.slough.gov.uk/school-admissions/apply-school-place>

Everyone must apply for a school place. There is no automatic entry to any school. We have also been advised that parents should put down their first and second preference for schools.

Please be aware that children can attend the nursery until 31st August 2026.

Current Staffing Information

We have recently recruited Gulshan, a Level 2 qualified Early Years Practitioner who started with us in October 2025 and is based in the Piglet room. We look forward to seeing Gulshan grow as a practitioner and bring new ideas to the nursery.

Alexandra has recently completed her Level 2 qualification as part of her apprenticeship. She applied for and was successful in gaining a permanent role at the nursery as a Nursery Assistant. She will also be working towards her Level 3 qualification in 2026.

Gurleen has recently completed her Level 3 qualification as part of her apprenticeship. She applied for and was successful in gaining a permanent role at the nursery as a Level 3 Qualified Practitioner.

We are incredibly proud of Alexandra and Gurleen and the growth they have shown during their apprenticeships and look forward to their continued learning and professional development in their permanent roles.

We have recently recruited an Early Years apprentice who will be joining us to work towards their Early Years qualification once recruitment checks are complete.

We are also recruiting for a further two Early Years apprentices. More updates regarding this will follow.

For your information, please see below for the current staffing of the nursery, as well as the hierarchy of management at Jack in the Box.

Lee – Nursery Area Manager (07557 207 429)

Carly – Nursery Manager

Shaahidah – Nursery Deputy Manager

Shazia – Baby Room Interim Team Leader

Suad – Piglet Room Team Leader

Samina – Pre-School Room Team Leader

Baby Room

Shazia – Interim Team Leader

Memuna

Heather

Anna

Rukshi

Alexandra

Piglet Room

Suad – Team Leader

Cifica

Sepideh

Gulshan

Pre-School Room

Samina – Team Leader

Ewelina

Gurleen

The nursery is also supported by members of our bank staff, including Chaz, Luran and Harshani.

Nursery Training Days

As detailed in an email sent on 18.11.2025, starting in 2026, the nursery will be closed for two days annually to allow our staff to complete essential Statutory and Mandatory training. These training days are vital to ensure our team remains fully equipped to provide the highest standards of care, safety, and education for your children.

This change will be reflected as an amendment to your existing terms and conditions. Fees will be charged in line with our normal closure days (Bank Holidays).

The first day to carry out the essential training will be on **Thursday 12th March 2026**. The subjects covered will be:

- Basic Life Support
- Safeguarding
- Fire Safety
- Health and Safety
- Manual Handling

You will receive a notification by the end of April 2026 with the second date. We anticipate this will be in October 2026. In October 2026 you will be provided with the dates for 2027. This will allow families to plan alternative childcare accordingly if the closure days fall on your child's normal day of attendance.

We appreciate your understanding and continued support as we invest in the professional development of our staff and the quality of care we provide.

Mother's Day Coffee Morning

On Saturday 29th March, we will be holding a coffee morning in celebration of Mother's Day. All family members are welcome to join us to meet other parents, drink tea and coffee and take part in some Mother's Day activities and craft. We look forward to seeing you there.

Swap Shop

We are in the process of setting up a 'Swap Shop' in the nursery hallway. We understand how fast children grow and change and how expensive clothing and toys can be. This swap shop is available for families to be able to donate their child's clothing, toys or other items that are no longer suitable for them, as well as for families to take what they may need. Please feel free to bring any donations you have that may be suitable for our Swap Shop to the nursery office for us to make available for other families.

This is available for all who enter the nursery, so feel free to help yourself. You do not need to ask before taking anything. Thank you for working with us to support all families.

General Reminders

Parent Polling Station

We have now had our parent polling station in our hallway for over a year. Thank you to all parents who have communicated their views through this as it is important to us to gain parent feedback and work in partnership as much as possible. As a reminder, this is an opportunity for you give us valuable feedback on the service we provide. Each month, a new question will be asked where you can answer either 'yes' or 'no' by placing a token into the corresponding jar. If you would like to add a comment, you are welcome to use the sticky notes and pen provided to share further feedback or alternatively send me an email. I hope you are finding the Parent Polling Station useful in giving your thoughts about our service. Please can I ask all parents to ensure that children are not playing with the polling station tokens as this may affect how parent's view are communicated.

Gate and Front Door Safety

We have noticed that the main gate entrance to the nursery has been left open on several occasions recently. Please be reminded that the gate is there to protect the children and must be kept closed at all times. Staff will ensure that the gate is closed behind you using the monitors in each room before opening the door to let you into the nursery.

It is also important to safeguard the children and staff within the nursery by closing the front door behind you when entering or exiting the nursery. We ask all parents

to be patient while we open the door for each individual parent. This is to ensure that no unauthorised individuals enter the nursery by following you inside while the door is open.

Feedback

For all playrooms, as I am sure you can appreciate, our main priority throughout the day is to ensure that we are in the playrooms with the children to ensure they are safe and we are maintaining our ratios. This is particularly important at feedback time when you collect your child.

To minimise the time that staff are spending away from the children, the feedback given to you will be brief to encompass your child's day. Please be reassured that any important information will be communicated to you. Please be reminded that we have a sign on the main nursery door that is completed daily to inform you what has been provided for lunch and tea to aid us with this.

Toys / Belongings from Home

Please can I remind parents not to bring in any toys or belongings from home when bringing their children into nursery. This is to ensure that belongings do not become damaged or lost.

Accidents / Marks Noticed After Collection and Accident at Home Forms

If you notice a mark on your child when you arrive home in the evening, please can I ask you to email myself and Shaahidah with a photograph (where appropriate to do so) of the mark as soon as possible after leaving the nursery and before 6.30pm. This will allow us to ensure that the correct form is completed the next day.

There are several important forms that, where needed, must be completed before you leave your child with us at nursery in the morning, particularly 'accident at home' forms and 'medicine at home' forms. We understand that sometimes it can be difficult to have time when dropping off your child in the morning to complete these for us. To help with this, please refer to an email sent on 15.12.2025 where copies of these forms are available. You can then print these and complete them at home before dropping your child at nursery.

Please can we ask that accident at home forms are completed with as much information as possible as to how accidents happened and where injuries may have been sustained. We may need to ask for further information from parents if these are not completed. This is in line with our safeguarding duties.

If you do not have a printer, we have plenty of copies inside the main door should you wish to take some home with you for use at a later date. Please do not hesitate to ask a staff member for some of these should you wish.

Clothing

Please can we ask that all children are provided with clothes appropriate for a day at nursery, including a warm coat, appropriate shoes, a hat, a scarf and a pair of gloves to wear when we go outside as all children spend time in our outdoor areas each day. Please can we ask that all these items are named clearly.

Please can we also ask that there are appropriate spare clothes in your child's bag, ensuring items of clothing, coats and bags are labelled inside with your child's name. Spare clothes are required when children become messy in the day due to exciting activities. We advise that parents take home their child's bag at the end of each week to ensure that clothing can be replenished.

Family photos

Please can we remind all parents to send us in a family photo via email to either Carly or Shaahidah if you have not already done so. This is to complete our family display in each room as a discussion point with the children, as well as to be used in each child's learning profile. This encourages the children's language and knowledge of themselves as an individual.

Mobile Phones

Please can I remind all parents that mobile phones are not to be used on the nursery premises. This includes on the entrance walkway once you are inside the main gate. This is in line with our safeguarding policy. If you need to use your phone in an emergency, please speak to a member of staff who will take you to the office or staff room to use it. Thank you for your understanding in this matter.

Speech and Language Support

Our nursery practitioners conduct several activities that support children with their speech and language development, including language groups, bucket time and general speech support throughout the day. We may also be able to signpost or refer you to other services that can support you, as well as the nursery. It is also possible for parents to complete a referral themselves for support for their child. If you would like further information about this, the support we provide or require support or advice regarding your child's speech and language development, please speak to Shaahidah who is our Nursery SENCO.

Nursery Closing Time

Please can I remind all parents that the nursery closes at 6pm sharp. After this time, or if you are collecting your child after their agreed session, parents will be charged £1 per minute. Please can we ask parents to arrive by 5.55pm to collect your child to allow staff to give sufficient feedback regarding your child's day. If you are going to be late, please telephone the nursery to make us aware or to let us know somebody else will be collecting your child. Please be reminded that children are not permitted to attend the nursery for more than 10 hours. We are particularly busy with parents collecting their children from 5.30pm – 6.00pm, therefore we may ask you to wait to gain feedback for your child. Please arrive at the nursery in plenty of time to receive feedback. You are also more than welcome to call the nursery for your feedback if you are in a rush in the evening and are unable to wait.

Fees and funding

If you have any queries regarding fees, the 15 and 30 hours funding for all age groups or Tax Free Childcare please contact Katie Baker who is the Nursery Business Administrator for our three nurseries and is always happy to help parents.

katie.baker@berkshire.nhs.uk 07789 374217.

Website Information

We are excited to let you know that our new website goes live on Thursday 15th January. Further details will follow.

NURSERY CONTACT INFORMATION

Carly Byrne Nursery Manager
carly.byrne@berkshire.nhs.uk

Shaahidah Akhtar Deputy Manager
shaahidah.akhtar@berkshire.nhs.uk

Nursery telephone number – 0118 9044636

Thank you for your continued support for Jack In The Box
Carly Byrne