



# Jack In The Box Day Nursery



Berkshire Healthcare  
NHS Foundation Trust

## Newsletter – October 2026

### Welcome

Welcome to another exciting quarter at Jack in the Box! We would like to say a warm welcome to new families to the nursery. 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.

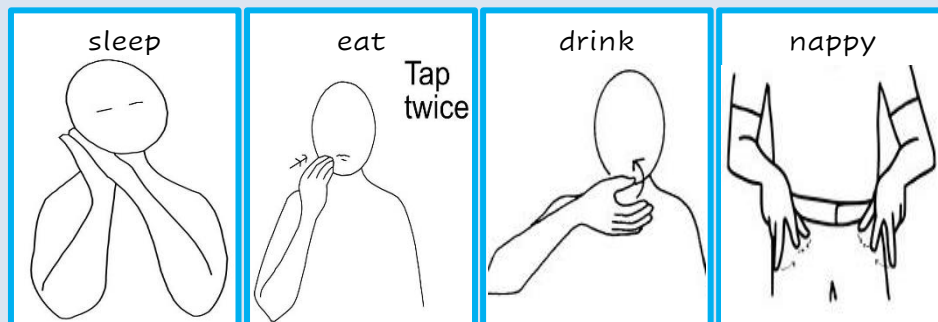
### Baby Room News

The children have been enjoying an interesting range of sensory, creative and hands-on activities. We have been exploring different textures through messy and tactile play, including play dough, Rice Krispies and pasta. These activities give the children opportunities to touch, feel, squeeze, squash and manipulate different materials, supporting their sensory development, fine motor skills, concentration and creativity. These experiences help to build strength, coordination and control, supporting children with everyday tasks and their future early writing skills.



Singing and nursery rhymes have been a big part of our days. The children have been encouraged to join in with actions, sounds and repeated words, helping to develop their communication, listening and attention skills. Our song of the month has recently been '5 Little Ducks'. The children have enjoyed joining in with the actions while practising their counting from 1-5. Using songs and actions makes early number learning fun and helps the children begin to understand numbers and counting in everyday situations.

We have also been introducing Makaton alongside spoken language to support the children's communication. We have been using simple signs such as 'nappy', 'eat', 'drink' and 'sleep', giving children another way to communicate their needs and helping them understand everyday words and instructions.



We have also been enjoying reading 'Elmer' together. The children have been encouraged to look at the colourful pictures, listen to the story, respond to questions and join in with familiar parts. Reading supports communication and language, listening and attention, imagination and a love of books.

We are continuing to support our new children as they settle into nursery, helping them become familiar with their new surroundings, routines and the adults and children around them. We have been getting to know their individual interests, personalities and needs while making positive relationships. As the children grow and develop, these secure relationships help them to feel confident and happy within the nursery environment.

Another area we are focusing on is following simple instructions, such as tidying resources away, coming to the table or getting ready for an activity. We use repetition, gestures, Makaton and lots of positive encouragement to help the children understand and respond.

Please can we remind parents to provide nappies for your child as needed. For your child's comfort and ease throughout the day, we recommend providing standard nappies rather than pull-ups.

Please can we gently remind parents to collect their child promptly in accordance to their session times. We advise arriving a few minutes before the end of their session time as these times can be busy. Please arrive in enough time to receive feedback from the team regarding your child's day at nursery.



### **Piglet Room News**

The Piglets have been enjoying lots of exciting opportunities to explore, play and learn together. We have been focusing on sensory experiences, imaginative play, emotions and building positive relationships.



The children have been enjoying water play and messy play, exploring different textures and materials while developing their sensory awareness, coordination and independence. These activities also encourage curiosity and allow the children to explore at their own pace, as well as learn new language.

Our book of the month recently has been 'The Colour Monster', which has given us lots of opportunities to explore feelings and emotions. We have also been learning to recognise different colours and beginning to link them with different feelings. The children have also enjoyed decorating their own monsters, giving them the opportunity to be creative while expressing and talking about their emotions.

Our pretend play has been a big part of our learning. The children have enjoyed taking their baby dolls on holiday, looking after them and packing their belongings. We have also created our own airport role play, using pretend passports and luggage. This has encouraged communication, turn-taking, imagination and social skills.

We have also been enjoying pretend trips to the farm, where we have been learning about different farm animals, their names and the sounds they make.

We are continuing to support children who are new to the Piglet room, helping them feel safe, happy and secure while becoming familiar with the adults, other children, environment and daily routines. We understand that every child settles at their own pace, so we provide plenty of reassurance and encouragement. We are focusing on building strong bonds and positive relationships, helping children feel confident and comfortable within the environment.

We are learning about kind hands and kind feet, encouraging children to be gentle and caring towards their friends. We are also supporting children with sharing, turn-taking and positive interactions during play.

As children become familiar with our routines, we are encouraging them to follow simple instructions, such as tidying away resources and taking part in everyday activities. Through lots of praise, reassurance and positive encouragement, we are helping the children build confidence, independence and a strong sense of belonging.

Our older children are also beginning to develop their toileting skills, supporting them to become more independent at their own pace.

As part of our approach to toilet training, we are moving away from using potties and encouraging children to go straight to the toilet when they are ready.

By going directly to the toilet, children do not need to first learn to use a potty and then go through another transition from the potty to the toilet. This helps create a consistent routine from the beginning and supports children in developing confidence and independence with toileting. We will support each child at their own pace, using lots of encouragement and positive reinforcement. When your child begins showing signs that they are ready for toilet training, please speak to a member of the team so we can work together to make the transition as smooth and consistent as possible.

Please remember to provide nappies for your child as needed. For your child's comfort and ease throughout the day, we recommend providing standard nappies rather than pull-ups.

Please can we gently remind parents to collect their child promptly in accordance to their session times. We advise arriving a few minutes before the end of their session time as these times can be busy. Please arrive in enough time to receive feedback from the team regarding your child's day at nursery.

### **Pre-School Room News**

We recently said a sad 'goodbye' to the children who have now starting their journey in primary school. We wish them all the best for the future.

The children in the Pre-School Room have been enjoying lots of exciting learning opportunities and activities. We have been focusing on exploring our environment, understanding emotions, developing friendships and building independence.

We recently had a very exciting Zoo Lab visit, where the children had the opportunity to learn about different animals and their habitats. We talked about where animals live and what makes each habitat suitable for them. The visit encouraged lots of curiosity, questions and discussion.

The children have been enjoying lots of sensory play, exploring different textures and materials through hands-on activities. We have also been completing puzzles, helping to develop concentration, problem-solving skills, patience and perseverance.

We have also been exploring emotions and feelings. The children are learning to recognise different emotions and talk about how they might be feeling. We are beginning to introduce simple strategies to help children manage their emotions, such as talking about their feelings, taking time to calm and asking an adult for support.

Our book of the month recently was 'The Very Hungry Caterpillar'. We have been using the story to develop our early mathematical skills by practising counting from 1-10. We have also been learning about the life cycle of a butterfly, exploring how a caterpillar changes and develops into a butterfly. The children have enjoyed talking about the different stages and learning new vocabulary. Through the story, we have also been learning the names of different fruits and foods. The children have enjoyed decorating their own caterpillars and creating pictures of the fruits and foods from the story, allowing them to use their imagination and creativity.



We are continuing to support our new children as they transition into the Pre-School room, helping them to feel safe, happy and settled in their new environment. We are spending time getting to know each child, building strong bonds with staff and peers, and helping them become familiar with our daily routines while encouraging new friendships.

We are also exploring colour mixing, encouraging children to experiment and discover what happens when different colours are combined. Alongside this, we are encouraging imaginative and expressive play, giving children opportunities to use their creativity and express their own ideas.

We are helping children to recognise their own name, particularly when finding their peg and tray, supporting their early literacy skills and sense of belonging.

We are continuing to develop sharing and turn-taking skills, using timers to help children understand when it is their turn and when they need to wait for a friend.

Throughout these areas, we use lots of praise, reassurance and positive encouragement to help the children develop confidence, independence and new skills.

We are supporting children as they begin toilet training, working alongside families to make the process as positive and consistent as possible. If you require some support with this, please speak to a practitioner in the Pre-School room.

If your child attends the nursery on Wednesdays and they would like to take part in Shelene's dance class, please ensure payments are made on time directly to Shelene following the details on her information letter.

Please ensure that all of your child's belongings are clearly labelled, including clothing, shoes and bags. This helps us to make sure belongings can easily be identified and returned to the correct child.

Please do not bring toys from home or jewellery, such as bracelets or necklaces, into nursery. This helps us maintain a safe environment and prevents personal items from becoming lost or damaged.

Please can we gently remind parents to collect their child promptly in accordance to their session times. We advise arriving a few minutes before the end of their session time as these times can be busy. Please arrive in enough time to receive feedback from the team regarding your child's day at nursery.

### **School Admissions – September 2026 Reception Intake**

If your child was born between **1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023**, you must apply for a Reception school place for September 2027. 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 2027**.

<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 31<sup>st</sup> August 2027.**

### **Current Staffing Information**

Stacey returned to the nursery in July after her maternity leave. We are happy to welcome her back to the team. Stacey is based in the piglet room.

We have recently welcomed Megan to the team who will be with us as a Nursery Apprentice working towards her Level 3 qualification. She is currently based in the Piglet Room.

After previously being a Nursery Nurse at Jack in the Box, Ewelina has recently become a Team Leader and has continued to be based in the Pre-School room. We look forward to seeing how Ewelina progresses in her new role.

Last term, we said goodbye to Carly as the Nursery Manager. She is now our Early Years Administrator, supporting the three Berkshire Healthcare nurseries. Lee Owen-Macleod, the Nursery Area Manager, returned to the nursery in May as the Acting Nursery Manager whilst we go through the recruitment process for a new Nursery Manager. Updates with regards to this will be provided in due course.

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

Lee – Acting Nursery Manager / Nursery Area Manager  
Shaahidah – Nursery Deputy Manager  
Samina – Baby Room Team Leader  
Suad – Piglet Room Team Leader  
Ewelina – Pre-School Room Team Leader

#### **Baby Room**

Samina – Team Leader  
Memuna  
Anna  
Rukshi  
Leah

### **Piglet Room**

Suad – Team Leader  
Heather  
Cifica  
Sepideh  
Gulshan  
Stacey

### **Pre-School Room**

Ewelina – Team Leader  
Gurleen  
Alexandra

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

### **Nursery Routine and Menu**

As you may already be aware, the clocks are due to change on Sunday 25<sup>th</sup> October and will go back one hour. As this means that it will get darker in the evenings, our nursery routines must change along with it.

From this date, tea will be provided at 3.30pm, rather than 3pm. This allows all children access to the garden before teatime, rather than afterwards when it may be dark.

Please press your child's room buzzer on the front door to alert our staff that you are here. If the children have moved to a different playroom, a sign will be put up next to the buzzer to inform you.

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.

In order 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.

### **Summer Picnics**

We would like to take this opportunity to thank all of the families that accompanied their children to our Summer Picnics in July. It was lovely to see so many parents joining their children for a picnic team and getting a taste of what nursery life is like for your child. We welcome any feedback for any of the events we hold throughout the year.

### **Nursery Photographer**

Concept Photography will be visiting us on Thursday 22<sup>nd</sup> October to take photographs of the children individually, as well as sibling photographs where applicable. If your child does not attend the nursery on the day of the

photographs, you are welcome to drop in to the nursery before 10.30am to ensure your child's photograph is taken. Please speak to a member of staff if this is the case. You are welcome to bring a change of clothes for your child to wear for the photographs.

### **Nursery Closure Day – Tuesday 13<sup>th</sup> October**

As you are aware, the BHFT Nurseries initiated a change in our operational schedule which started in 2026. This involved the nursery closing 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. We truly appreciate your cooperation as we invest in the ongoing professional development of our team and nursery as a whole.

The next date for the staff training day for Jack in the Box will take place on **Tuesday 13<sup>th</sup> October 2026**. The nursery will be closed on this day.

### **Christmas Closure**

Please may I remind you that the nursery will close by 1pm on Thursday 24<sup>th</sup> December and will reopen at 7.30am on Monday 4<sup>th</sup> January 2027. If there are any days your child will not be attending the nursery over the Christmas period, please let me know by responding to this email.

Please do not hesitate to speak to a member of staff should you have any questions.

### **General Reminders**

#### **Swap Shop**

We are continuing our 'Swap Shop' set up 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.

#### **Parent Polling Station**

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 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 views are communicated.

### **Toys / Belongings from Home**

Please can we 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.

### **Clothing**

As the weather is changing, please can we ask all parents to ensure that children are wearing appropriate clothing for their day at nursery. This may include clothing for both warmer and colder weather. 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.

### **Family photos**

Please can we remind all parents to send us in a family photo via email to either Lee 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.

### **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 ends, parents will be charged £1 per minute. Please can we ask parents to arrive at 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.

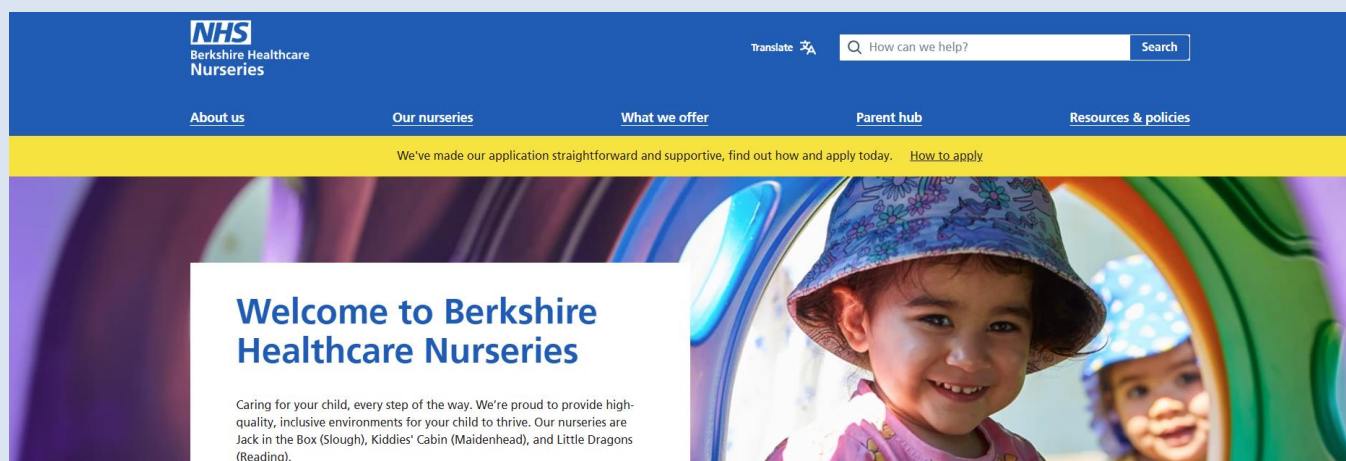
We are particularly busy with parents collecting their children from 5.30pm – 6.00pm, therefore we may ask you to wait to gain feedback for your child. Please arrive at the nursery in plenty of time to receive feedback. You are also more than welcome to call the nursery for your feedback if you are in 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](mailto:katie.baker@berkshire.nhs.uk) 07789 374217.

### **Website Information**

Have you seen our [new website](#)? It contains plenty of information about the three BHFT nurseries and we hope you like it as much as we do. You'll find most of the information you may need in the [parent hub](#). Please have a look and let us know what you think.



### **NURSERY CONTACT INFORMATION**

Lee Owen-Macleod – Nursery Area Manager / Acting Nursery Manager  
[lee.owenmacleod@berkshire.nhs.uk](mailto:lee.owenmacleod@berkshire.nhs.uk)

Shaahidah Akhtar Deputy Manager  
[shaahidah.akhtar@berkshire.nhs.uk](mailto:shaahidah.akhtar@berkshire.nhs.uk)

Nursery telephone number – 0118 9044636

**Thank you for your continued support for Jack In The Box  
Lee Owen-Macleod**