*Sample staff memo. Resource for: principal/administrative use. Target audience: school staff.*

 [LEAVE ROOM FOR LETTERHEAD]

To: All school staff

From: [Insert principal’s name]

Date: [insert date]

Subject: School Breakfast Program

It is my pleasure to announce that [Insert school name] will now operate a [insert name of breakfast model] program beginning [insert date or school year]. Instead of requiring students to get to school early for breakfast, it will now be integrated into the school day to increase convenience and student access to this important meal. With this new model, we anticipate that participation in the program will increase significantly, and there will be an improvement in concentration, alertness, and overall well-being of our students.

Studies have shown that offering breakfast in the classroom not only increases participation in the breakfast program, but it also can reduce absenteeism and tardiness, as well as boost academic achievement. I have attached “Breakfast for Learning,” which provides additional information on the positive impact that school breakfast can have on our students.Currently, with breakfast offered in the cafeteria, only [insert percent] percent of our students qualifying for free or reduced-price meals eat school breakfast. We expect that this program will boost these numbers, making breakfast a key activity that allows our students to start the school day ready to learn.

Breakfast after the bell is a team effort involving everyone in our school community. In order for this to be an effective program, we have asked for input from teachers, school nutrition staff, custodians, and students. Your feedback has informed us of the necessary measures we need to take to successfully kick off our new breakfast program. I encourage you to support our new program as well as to communicate your needs and other input. We will periodically share updates about the program’s progress at staff meetings.

Thank you for your continued work to ensure the success and well-being of our students. If you have any questions regarding [insert name of breakfast program], please feel free to contact me.