Sample Memo to Staff – Breakfast After the Bell

To: All school staff

From: [Principal’s name]

Date: [Date]

Subject: NEW School Breakfast Program

As part of our school’s commitment to a healthy and supportive environment for all students, we are beginning a new [Name of breakfast model] program beginning [Date or school year]. A healthy breakfast is an important start for a day of learning and it’s difficult to ensure all students have access (whether at home or school) due to time constraints, stigma and lack of hunger very early in the morning.

Breakfast will now be integrated into our school day to increase convenience and student access. With [Breakfast in the Classroom, Grab & Go Breakfast, or Second Chance Breakfast], 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 after the bell” not only increases participation in the breakfast program, but also reduces absenteeism and tardiness, as well as boosts academic achievement.

Our new breakfast program is a team effort which involves everyone in our school community to make it successful. We’re thankful for the input from teachers, paraprofessionals, custodians, parents, students and our food service staff to develop and coordinate the logistics of our new program. It may not operate perfectly at first, but our goal is that it becomes a natural and easy part of the school day. I encourage you to support it as well as to provide any feedback along the way.

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