

Dear Parent,

Following our rather unusual start to Spring Term with snow everywhere and many school closures all over the country, we felt it was necessary to look at ways of informing parents and pupils of school closures. We would like to introduce a text messaging and email service into Wellfield Middle School.

HomeContact is a **secure** web based system designed specifically for schools and youth organisations to enable messages to be sent directly into parents' e-mail and mobile inboxes. The school has now subscribed to use the system with the aim of helping us to get news and information to you in a more reliable and efficient manner. All we need now is parents' to register so that we can begin to use the system.

The more parents that decide to sign up for HomeContact the greater the benefit is to the school. We ask that you kindly follow the instructions below to register with HomeContact.

Getting started instructions:

1. Log onto www.homecontact.co.uk > click the "Register" button from the left hand navigation.
2. Enter your name & the school PIN number (below) in the fields. Then, tick the checkboxes to add your email address(es) and mobile number(s). Once done, click 'Sign-Up' to proceed.
3. Follow the on-screen instructions to find and pair your child(ren) with your account.
4. Once you have selected **ALL** your children in the school click 'Next' to complete the registration.
5. Your child pairing will now go to the school for authorisation and you should receive a welcome email from our system confirming your login details. You may need to check your spam/junk folder.

Please contact school for Pin

Note: Ensure the address 'messages@homecontact.co.uk' is added to your contacts/safe/friends list.

If you are having trouble registering please e-mail support@homecontact.co.uk for help.

Alternatively, you can sign-up to the service by completing the reply form overleaf and returning it to the school office.

IMPORTANT: Please be assured that HomeContact treat the security of your data with the utmost importance and are registered with the data protection registrar and to this end **guarantee** the security of your details. The system is also free of any advertising and parents who sign up will not receive any e-mails or texts from advertisers or any other third parties.

If you have any questions please free to contact me; alternatively, get in touch with HomeContact directly who will be more than happy to answer any questions or queries you may have. Their website is: [**www.homecontact.co.uk**](http://www.homecontact.co.uk)

We hope you agree that this system will make it far easier for you to receive emergency information from us.

Yours Sincerely,

Head Teacher

HomeContact Parents Manual Sign-Up Form

School Name: _____

*Please complete and return this slip to the school office. Please write in **BLOCK CAPITALS***

Parent Name: _____

Child Name: _____ Form/Class: _____

Child Name: _____ Form/Class: _____

Child Name: _____ Form/Class: _____

E-Mail Address (Primary): _____

E-Mail Address 2: _____
(Optional)

E-Mail Address 3: _____
(Optional)

Mobile Number (Primary): _____

Mobile Number 2: _____
(Optional)

Signed: _____ Date: _____

By signing this form you are agreeing to the HomeContact Terms of Use that can be viewed at:
www.homecontact.co.uk