

Our Ref: IGO/LPA/PS184/22  
28 March 2022

Dear All

9 school days to go...!

I have compiled a step by step guide on how to complete the passenger locator form. This must be done in your child's name and using their email address. Please use the instructions below and then use the attachment for detailed guidance on key details you will need. Please read all of it carefully to ensure it is correct.

**Step 1:**

Navigate to the following website:

<https://app.euplf.eu/#/>

**Step 2:**

Create a username and password to be able to complete the passenger locator form. **You must use your child's email for this.**

**Step 3:**

Complete the form. Keep the emailed version and also print out a PDF version. Please can you or your child bring it into the main reception for the attention of Lorna Passfield. **The deadline for this is Friday 1st April.**

If you have not already done so, please would you also bring in to school the following

1. Original passport
2. EHIC/GHIC card
3. Copy of your child's Covid pass with the QR code on it.

Yours sincerely  
Mr Gooding