



15 January 2024

Dear Parents and Caregivers

Firstly, can I take this opportunity to wish you all a Happy New Year in the hope that you have had a good Christmas break with your families.

With the festive season now behind us, I draw your attention to upcoming College year and to a new software platform called "CLIPBOARD" that the College is implementing to manage the Cocurricular programs we offer. The platform is used by a large number of schools across Australia and is the leading software in Cocurricular management.

The College has made a significant investment in setting up CLIPBOARD so that we can provide a better service for the College community.

CLIPBOARD will enable families to sign up for activities including sporting teams, performing arts ensembles, music tuition, cultural activities, clubs and a whole range of immersion programs and tours.

CLIPBOARD will also facilitate more effective tracking regarding attendance at training and on game days, providing an additional layer of safety and accountability for our students. It will calendar student Cocurricular commitments including fixture information, changes of venue and possible clashes with other College activities. CLIPBOARD will be an important communication tool in the Cocurricular area.

The platform will replace the "Trybooking" Cocurricular registration system that was employed in 2023 bringing the Cocurricular (5-12) programs under one online management system working alongside CANVAS and our new student management system, SENTRAL.

In the next 24-48 hours you will receive into your inbox an invite to join the Colleges Clipboard Portal. This email will go to the email address of the Parent/Guardian labelled Parent 1 on the College enrolment form. Please check your SPAM if this does not appear.

"Activity Selection" will open for all Term 1, 2 and 3 activities from the 15 January and will close on 9 February.

For our Year 5, 6 and 7 families, it is important to note that whilst you have recently completed an Expression of Interest form issued through the Enrolments Office, you will now need to access your Clipboard Portal and register your son/s for their activities.

For students in Years 8 -12 this is an opportunity to register for Term 2 and 3 Winter sport along with selecting activities that commence in Term 1 2024. You do not need to register for activities that started Term 3 2023 ie. ISA Basketball, NSTA Tennis and Cricket.

Attached along with this letter are two additional PDF's that will assist you with setting up your CLIPBOARD account and then selecting activities for your son/s.

Please see this as a priority in terms of setting your son/s up for the new school year.

If you have any problems in setting up CLIPBOARD, in the first instance contact: Mr Matthew Stearn, Assistant Principal, Cocurricular (5-12) at [mstearn@stpiusx.nsw.edu.au](mailto:mstearn@stpiusx.nsw.edu.au).

Yours sincerely

Mr Matthew Stearn  
**Assistant Principal, Cocurricular (5-12)**