



Cluster Meetings: Important Information and Attendance Protocols 2023.2024

- Cluster meetings are a requirement for NQTs engaging in the Droichead process and are confined to this cohort of teachers.
- Cluster meetings are specific to an NQT's registration route (Primary/Post-primary). NQTs must therefore engage in the cluster meeting(s) that is/are relevant to their registration route only. NQTs teaching in Special Schools must engage in the cluster meeting relevant to the registration route under which they registered with the Teaching Council.
- NQTs are required to engage in one different cluster meeting per term for the duration of their Droichead process. NQTs must complete CM 1 before engaging in either Cluster Meeting 2 (CM 2) and/or Cluster Meeting 3 (CM 3). Upon successful completion of CM 1, subsequent cluster meetings must be completed in sequential order.
- CM 1 will be facilitated face-to-face in local education support centres (ESCs). CM 1 may not be available every week in each ESC. NQTs will find specific dates and times on their chosen ESC's website.
- CM 2 and CM 3 will be facilitated online.
- Places are limited and each 2-hour cluster meeting (face-to-face and online) will run subject to the required minimum number of NQTs registering.
- NQTs are reminded that when engaging in cluster meetings, they do so in a professional capacity. Professional conduct, participation and collaboration is the expectation when attending and engaging with cluster meetings. This is in line with the Teaching Council's *Code of Professional Conduct for Teachers 2016*. For online cluster meetings, NQTs must be in a visibly shared professional learning environment.
- NQTs are reminded that unless they adhere to the protocols they will not be credited with fulfilling the cluster meeting requirement.
- Donegal Education Support Centre is the central administration hub for Droichead Cluster Meetings nationally. All NQTs must first register at <https://www.oide-droichead.com/register.html> in order to receive and download cluster meeting certificates. The submission of cluster meeting certificates to the Teaching Council is one of the requirements when concluding the Droichead process.

In Advance of Cluster Meetings

- NQTs must have applied for Droichead via www.teachingcouncil.ie and have received a confirmation email from the Teaching Council (which provides approval to commence the Droichead process) prior to engaging in any cluster meetings. NQTs engaging in cluster meetings without a confirmation email will not be credited with attendance.
- On receipt of the confirmation email from the Teaching Council, all NQTs **must** first register at <https://www.oide-droichead.com/register.html> **before** registering for CM 1 in their chosen ESC. It is essential that the name and Teaching Council Registration Number (TCRN) used for registering is the same as that used on the NQT's Teaching Council Registration.
- NQTs should engage in CM 1 following receipt of the confirmation email and during the first term of their Droichead process.
- In line with the [Droichead Cluster Meeting Calendar 2023.2024](#), dates and times for CM 1 will be on each education support centre's website. NQTs will receive an email from their chosen ESC confirming their booking for CM 1. Any NQT who has not personally received a confirmation email from the course administrators is not eligible to attend.
- In order to attend Cluster Meeting 2 and/or Cluster Meeting 3, NQTs are required to book a place via www.oide-droichead.com. Dates and times will be released weekly in Terms 2 and 3. Once the NQT has booked their place for CM 2/CM 3, they will receive an email confirming their place at the selected event. This email will also contain the link to attend the online CM. Any NQT who has not personally received a registration email from the course administrators is not eligible to attend.

- If the minimum number of attendees required for a cluster meeting is not met, NQTs will be advised of its cancellation and will need to select an alternative date. Cancellation notices will be issued two days prior to the selected event - whether face-to-face or online. Please note that there will be a sufficient number of cluster meetings provided to meet the requirements of NQTs.
- NQTs engaging in multiple cluster meetings in the same term will not be credited with fulfilling the cluster meeting termly requirement.
- Registering for multiple cluster meetings will result in removal from the CM register. Therefore, NQTs are advised to register only for the CM that they intend to engage in. In the event that their first preference is fully booked, NQTs will need to select an alternative date.
- There will be no administration support available after office hours on the evenings of cluster meetings. If you have any issues in advance of attending the cluster meeting you have registered for, please contact your chosen education support centre (for face-to-face CM 1) or NQTinduction@oide.ie (for online CMs).

During Cluster Meetings

Face-to-Face Cluster Meeting 1:

- An NQT arriving more than 10 minutes late or leaving early is unlikely to receive credit for engagement and this information will be reflected on the event's sign-in sheet.
- Recording of the meeting is not permitted and breaches protocol.

Online Cluster Meetings:

- NQTs are required to be visible and audible for the duration of the online cluster meeting and therefore should have access to a device that facilitates this (laptop or desktop, ideally).
- A professionally appropriate and quiet space without interruptions/background noise is essential. Remember to turn off notifications, close running apps and mute your phone.
- NQTs log into the cluster meeting with the name used to register for the event (as per Teaching Council Registration) and enter the online waiting room 5 minutes in advance of the start time.
- NQTs are required to engage and participate fully in the 2-hour cluster meeting.
- An NQT arriving more than 10 minutes late or leaving early is unlikely to receive credit for engagement and this information will be reflected on the register.
- Recording of the meeting is not permitted and breaches protocol.

After Cluster Meetings

- NQTs who have engaged fully in the 2-hour CM will receive a Certificate of Completion by email within 10 working days. NQTs can print off additional copies of their certificate/s by logging into <https://oide-droichead.com/>.
- NQTs must submit their Certificate/s of Completion to the Teaching Council along with their completed Form D at the conclusion of their Droichead process.
- Form D must not be signed or submitted until the full cluster meeting requirement has been met.
- Please note it is not possible to facilitate additional cluster meetings outside of the 2023.2024 calendar.
- Support is available from a team of Professional Learning Leaders and Associates who work with the Droichead Induction Division. Details are available on the Droichead Induction section of the website (www.oide.ie). The website is a source of support throughout the year providing regular updates, information on the Droichead process, access to school support as well as a bank of resources to support classroom practice and the Droichead process. Tá leagan Gaeilge den suíomh gréasáin ar fáil chomh maith.