



Cluster Meetings: Important Information and Protocols for Newly Qualified Teachers (NQTs)

- NQTs are required to engage in one different cluster meeting per term for the duration of their Droichead process. NQTs must complete Cluster Meeting 1/Cnuaschruinniú 1 (CM 1/CC 1) before engaging in either Cluster Meeting 2/Cnuaschruinniú 2 (CM 2/CC 2) and/or Cluster Meeting 3/Cnuaschruinniú 3 (CM 3/CC 3). Upon successful completion of CM 1/CC 1, subsequent cluster meetings should be completed in sequential order.
- 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.
- CM 1 will be facilitated face-to-face in local education support centres (ESCs). CM 2 and CM 3 will be facilitated online.
- Places are limited and each two-hour cluster meeting (face-to-face and online) will run subject to the required minimum number of NQTs registering.
- For a PDF of the slides and information relating to the cluster meeting requirements for NQTs, please refer to *Cluster Meetings*:
<https://oide.ie/droichead/home/primary/professional-learning-materials/cluster-meetings/>
- NQTs may wish to bring these slides to the cluster meeting to support their engagement.
- NQTs are reminded that, when engaging in cluster meetings, they do so in a professional manner. In line with the Teaching Council's Code of Professional Conduct:
[code-of-professional-conduct-for-teachers1.pdf](#), professional conduct, participation and collaboration is the expectation when attending and engaging with cluster meetings. For online cluster meetings, NQTs must be **visible and audible** in a professional learning environment.
- NQTs are reminded that unless they adhere to the protocols, they will not be credited with fulfilling the cluster meeting requirement.

In Advance of Cluster Meetings

- NQTs must have applied for Droichead via www.teachingcouncil.ie 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 from the Teaching Council may not be credited with attendance.**
- On receipt of the confirmation email from the Teaching Council, all NQTs **must** then register and book a place for the relevant CM at www.oide-droichead.com/register/. When booking a place for CM 1, NQTs are free to select their ESC of choice. CM 1 will not be available every week in each ESC.
- It is essential that the name and Teaching Council Registration Number (TCRN) used to register for CMs 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 from the Teaching Council and during the first term of their Droichead process.
- Specific dates and times for all cluster meeting events will be available for booking on www.oide-droichead.com/ in line with the **Droichead Cluster Meeting Calendar 2025.2026**. NQTs click on [Droichead - Cluster Meeting Calendar - 2025.2026](#) to view the calendar. NQTs will receive an email confirming their booking. Any NQT who has not personally received an email confirming their booking is not eligible to attend.
- Agreed dates and times of cluster meetings will be released on a gradual basis throughout the year.
- If the minimum number of attendees required for a cluster meeting is not met, the event may be cancelled. 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 must engage in one different cluster meeting per term only.
- Should further support be required with registering or booking for Cluster Meetings please contact NQTinduction@oide.ie.

During Cluster Meetings

Face-to-Face Cluster Meeting 1:

- **Certification requirement:** NQTs must attend the cluster meeting for the full two hours to receive certification. An NQT arriving more than 15 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.

- **Non-compliance:** Failure to meet this requirement may result in certification being withheld and the meeting having to be repeated.
- **Travel planning:** NQTs are reminded to plan their journey in advance to ensure timely arrival at their chosen education support centre.
- In the event that an NQT arrives more than 15 minutes late or wishes to leave more than 15 minutes early they must complete the **Late Arrivals/Early Departures** document, providing their name, TCRN, the time of their arrival/departure, and the reason they arrived late or are leaving early.
- Recording of the meeting is not permitted and breaches protocol.

Online Cluster Meetings 2 and 3:

- **Certification requirement:** NQTs must attend the cluster meeting for the full two hours to receive certification. An NQT arriving more than 15 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.
- **Non-compliance:** Failure to meet this requirement may result in certification being withheld and the meeting having to be repeated.
- In the event that an NQT arrives more than 15 minutes late or wishes to leave more than 15 minutes early they must complete and submit the online **Late Arrivals/Early Departures** form, providing their name, TCRN, sector, the time of their arrival/departure, and the reason they arrived late or are leaving early.
- NQTs must be visible and audible for online cluster meetings and should have access to a device that facilitates this (laptop or desktop, ideally).
- A professionally appropriate and quiet space without interruptions/background noise is a requirement. Remember to turn off notifications, close running apps and mute phones.
- NQTs should log into the cluster meeting with the name used to register for the event (as per their Teaching Council Registration) and enter the online waiting room 5 minutes in advance of the start time.
- Recording of the meeting is not permitted and breaches protocol.

After Cluster Meetings



- NQTs who have engaged fully in the two-hour CM will receive a Certificate of Completion by email within 10 working days. NQTs can print off additional copies of their certificate/certificates by logging in to their accounts on www.oide-droichead.com.
- NQTs must submit their Certificate/Certificates 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/submitted until the full cluster meeting requirement has been met.
- It is not possible to facilitate additional cluster meetings outside of the 2025.2026 calendar.
- Support is available from a team of Professional Learning Leaders who work with the Droichead Induction Division. For support, contact NQTinduction@oide.ie. Information is available on the Droichead Induction section of the Oide website www.oide.ie/droichead/home/
- Tá leagan Gaeilge den suíomh gréasáin ar fáil chomh maith.