



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

- Prior to engaging with the Cluster Meetings, NQTs must create an account on www.oide-droichead.com, in order to register for and complete an online webinar that outlines the steps in the Droichead process. The webinar will be completed on the connected online learning platform onlinelearning.oide.ie.
- Having completed the online webinar, all NQTs must return to www.oide-droichead.com to book to participate in two cluster meetings (CMs):
 - a **General Cluster Meeting (GCM)** that focuses on broad issues of professional practice
 - a **Focused Cluster Meeting (FCM)** that addresses specific content, contextualised to the needs of the NQT. NQTs will select **just one** of the Focused Cluster Meetings on offer.
- 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.
- The GCM will be facilitated face-to-face in local Education Support Centres (ESCs). FCMs 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/Reflective Learning Log and information relating to the cluster meeting requirements for NQTs, please click on the link to the relevant sector:
Primary - <https://oide.ie/droichead/home/primary/professional-learning-materials/cluster-meetings/>
Post-primary - <https://oide.ie/droichead/home/post-primary/professional-learning-materials-pp/cluster-meetings/>
- NQTs may wish to bring these slides/Reflective Learning Log 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: <https://www.teachingcouncil.ie/assets/uploads/2023/09/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 for the duration of the event.
- 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 and 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 from the Teaching Council may not be credited with attendance.**
- On receipt of the confirmation email from the Teaching Council, all NQTs **must** then create an account on oide-droichead.com, in order to register for and complete an online webinar that outlines the steps in the Droichead process.
- Having completed the webinar, NQTs must register and book a place for their next CM (either the GCM or the FCM) at www.oide-droichead.com/register/. When booking a place for the GCM, NQTs are free to select their ESC of choice. The GCM 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.
- 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 2026.2027**. NQTs click on [Droichead – Cluster Meeting Calendar – 2026.2027](#) 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.
- Should further support be required with registering or booking for Cluster Meetings please contact NQTinduction@oide.ie.

During Cluster Meetings

Face-to-Face General Cluster Meeting (GCM):

- **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. This includes the use of Artificial Intelligence (AI) tools that record, transcribe, etc.

Online Focused Cluster Meetings (FCMs):

- **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, 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. This includes the use of AI tools that record, transcribe, etc.

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 <https://www.oide-droichead.com/>.
- 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 2026.2027 calendar.
- For support in relation to CMs, 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.