

Cluster Meetings: Important Information and Attendance Protocols 2022.2023

- Cluster meetings are a requirement for NQTs engaging in the *Droichead* process and are confined to this cohort of teachers.
- NQTs are required to engage in one different cluster meeting per term for the duration of their *Droichead* process.
- Cluster meetings are sector specific. Primary and Post-Primary NQTs must engage in the cluster meeting(s) that is/are relevant to their sector only. NQTs teaching in Special Schools must engage in the cluster meeting relevant to the sector under which they registered with the Teaching Council.
- Cluster meetings will be facilitated online via Zoom. Places are limited and each 2-hour cluster meeting will run subject to the required minimum number registering.
- NQTs are reminded that when engaging in cluster meetings, they do so in a professional capacity and in a visibly shared professional learning environment. Therefore, professional conduct, participation and collaboration is the expectation.
- 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 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.
- It is recommended that NQTs engage in Cluster Meeting 1 (CM 1) ASAP following receipt of the confirmation email. NQTs must complete CM 1 during the first term 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.
- NQTs engaging in multiple cluster meetings in the same term will not be credited with fulfilling the cluster meeting termly requirement.
- NQTs who need to engage in cluster meetings must register via [Donegal Education Support Centre](#). 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.
- In line with the 2022.2023 calendar, dates and times for each cluster meeting will be released weekly. 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.
- On registration, NQTs will receive a Registration + Zoom Link email confirming their place at the event selected. Subsequently, however, if the minimum number of attendees for this event is not met, NQTs will be advised of its cancellation and will need to select an alternative date. Cancellation notice will be issued two days prior to the selected event.
- Any NQT who has not personally received a Registration + Zoom Link email from the course administrators is not eligible to attend.
- 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 Donegal Education Support Centre ASAP.

During Cluster Meetings

- NQTs are required to be visible and audible for the duration of the 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 or turn off 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 the certificate by logging into their profile on the online portal on the Donegal Education Support Centre website.
- NQTs must submit this *Certificate 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 2022.2023 calendar.
- The NIPT website (www.teacherinduction.ie) 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.
- Follow us on Twitter @niptireland

The NIPT motto is 'To ask for support is a sign of strength.'