



Feedback Policy

Policy Number	A4 (formerly Policy 30)
Policy Title	Feedback policy
Review schedule	Every 3 years
Approved by the Board	April 2026
Date of next review	April 2029

Introduction

This document seeks to set out the different ways in which feedback is gathered at Spiritus Theological College.

At Spiritus, we seek to model reflective practice as an approach to learning from and reflecting on past practice. Receiving feedback is part of that approach and helps us to respond accordingly.

As a community, we aspire to a culture of openness, so students are always encouraged to speak to or contact a member of staff if there is anything they want to raise. To this end, we also provide a range of opportunities for students to feedback on both the academic and taught elements of their training, as well as the wider experience of life as part of the Spiritus community. This means that we use a mix of formal and informal means of feedback.

Informal Means of Feedback

The 'check-in'

At the end of both the Saturday and Sunday of each Study Weekend, students who have completed their sessions for that day are invited to attend a 'check-in' with one another and a member of staff who facilitates the group. This is a chance for students to reflect on how the weekend has been for them; the focus is on their personal reflection and

response to what they have experienced, and to hear from other students about how they may have – potentially – experienced these things differently. From the student perspective, we hope this provides a chance to pause and to start processing the weekend before they travel home. From the staff perspective, it is chance to be alerted to any concerns or issues students may have, to see if there are any students who might need some extra support.

Questions that might be used in the check-in:

- Is there one word that summarises how the day/weekend has been for you?
- Was there one thing that stood out for you over the weekend?
- How are you feeling?

The check-in is not the opportunity for students to offer detailed feedback or critique on specific elements of the weekend, particularly not the teaching sessions. However, it may be that a certain issue has emerged for one or more students over the day/weekend, and this can either be dealt with at the check-in (where appropriate, e.g. if it is a straightforward question that can be answered, or if reassurance is what is primarily need) or passed on to the relevant member of staff.

The 'wash-up' meeting

This meeting usually takes place online the Wednesday after each Study Weekend and is attended by those members of staff present at the weekend and/or who are usually involved in Study Weekends.

This is a chance for members of staff to reflect on how the weekend was for them and to offer their own feedback to colleagues. It is also the point at which the feedback from the check-ins is shared and any points that need to be addressed are discussed and actioned (as appropriate).

Formation Groups

Formation Groups are attended by ordinands and LLM/Readers roughly a week and a half after the Study Weekend. These are primarily an opportunity for students to journey with others as part of the process of training and formation. However, as there is a chance for further reflection on the Study Weekend, there may at times be points raised that need to be shared with the wider staff team. In this case, the Formation Group facilitator should pass on the feedback to the Principal, who will discern if it is a matter for wider discussion (and if so, when this will take place) or not.

Formal Means of Feedback

Post-weekend feedback forms

After each Study Weekend, all students are sent an online feedback form to complete. They are asked for feedback on the taught elements of the weekend as well as the wider experience (e.g. sense of community, practicalities, etc..) and there is also space for them to add any further comments and feedback.

These forms are reviewed at each Academic Meeting, which is attended by core teaching staff as well as the Academic Registrar, and at times may also be attended by associate tutors and/or one of the Operations Team (when relevant). The focus at these meetings is to go through specific student comments that may require further reflection and/or action. Where appropriate, feedback on specific teaching sessions is passed on to the relevant tutor (if they are not present at the meeting), usually by the Vice Principal, but sometimes by another member of staff.

Any feedback about the practicalities of the weekend is passed on to the Operations Team (though they also have direct access to the feedback). And any wider feedback is shared with the whole staff team at the next Staff Meeting or via email, depending on what is deemed appropriate based on the feedback that needs to be shared.

Staff Student Liaison Committee (SSLC) and Student Representatives

Each cohort has a Student Representative who their fellow students are encouraged to contact with any feedback that they would like shared with the wider staff team. The Student Representatives are invited to each Staff Student Liaison Committee, and each is asked to share any feedback that they have received. Student Representatives might also contact individual members of staff if there is a query or concern that is of direct relevance to them, for example, if it is a question about a particular module, the Student Representative may contact the Module Lead on behalf of their peers. The SSLC meets three times a year and their discussions are fed into the Management Committee meeting by the Academic Registrar.

Module Evaluation Forms

At the end of the academic year, students are asked to complete a Module Evaluation Form for each module they have taken. These are accessed via Moodle. Students are asked to evaluate the information they received, the resources that were available to them, the teaching sessions, how supported they felt, etc... This feedback is then reviewed in detail at the final Staff Student Liaison Committee meeting, and then fed into the Management Committee Meeting.

Management Committee

The Management Committee, which meets three times a year, is attended by core staff and the Student Representatives. It is a chance to discuss issues that affect Spiritus more widely and is an opportunity to share information with the Student Representatives, often to hear what the student perspective might be on a particular issue. For example, the Student Representatives might be asked their thoughts on the introduction of a new module or course.

The Terms of Reference of the Management Committee is set out by Common Awards and includes:

- Monitoring the quality and standards of learning and teaching.
- Considering and make recommendations to the Management Board on the development of the curriculum of the programmes for which the Committee is responsible.
- Ensuring that appropriate mechanisms exist to take into account student views on learning, teaching and assessment, relating to undergraduate and postgraduate provision.

The full Terms can be found at [TEI Management Committees - Durham University](#)