LEITHS EDUCATION

Student Handbook

Rules, Policies & Procedures
2026-27

Author/reviewer responsible:	Louise Kissane
Date of last review:	August 2026
Next review date:	August 2027
Lead for review:	Culinary School Director
Notable changes:	*Updated Nov 26 to reflect update to Sexual Harassment Law*

Table of Contents

Welcome **4**

Leiths Team **5**

Teaching Team **5**

Contact Details **6**

School Rules **7**

Medical Conditions 7

Immunisations 7

Planned Medical Procedures 7

Additional Learning Needs 7

Alcohol and Drugs 7

Smoking and Vaping 8

Mobile Phones 8

Social Media Rules 8

Social Media – Prohibited Use 8

Monitoring 9

Uniform 9

Behavioural Rules 9

School Policies **11**

Equality, Disability and SEND Support 11

Safeguarding and Mental Health 12

Confidential Information 12

Mental Health First Aiders 12

Bullying 12

Sexual Harassment 13

School Procedures **13**

Security and Signing In/Out 13

Visitors/Guests 14

Student Cards 14

Absences 14

Unacceptable Level of Absence 15

Student Grievance and Complaints Procedure 15
Student Disciplinary Procedure 16

Welcome

Leiths is steeped in heritage but focused on the future. The school itself was formed in 1975 and today we offer a complete culinary education pathway. Leiths has nurtured some of the most talented professionals in the food industry - from top chefs, recipe developers and food stylists to media influencers, entrepreneurs and brilliant teachers. Leiths continues to inspire and nurture the next generation of food lovers.

We look forward to welcoming you to Leiths and being part of your journey into the food world. We will be providing you with comprehensive theoretical and practical training - enabling you to develop a rewarding career in the food industry, instilling a lasting love of food.

This handbook contains general information and outlines our policies and procedures. We hope it will allow you to settle into the school as smoothly and quickly as possible. We require all students to read and agree to the school rules, policies and procedures before the beginning of the course. These form part of our contract with you.

Above all, the team at Leiths are here to support you and make this the best possible learning environment and we are excited to share our passion and enthusiasm with you.

We are delighted to welcome you to Leiths, and we look forward to enjoying a long and rewarding culinary journey together.

All good wishes,



Louise Kissane

Culinary School Director

Leiths Team

Culinary School Director / Designated Safeguarding Lead

Louise Kissane - louise.kissane@leiths.com

Director of Studies

Ben Blackburn - ben.blackburn@leiths.com

Teaching Team Lead – Culinary

Grace Morrissey – grace.morrissey@leiths.com

Teaching Team Lead – Student Support

Caroline Nelson – caroline.nelson@leiths.com

Admissions and Recruitment Manager

Matt Beavis - admissions@leiths.com

Head of Education Services

Katy Barrett - katy.barrett@leiths.com

Head of Procurement and Facilities

Edward Hains - ed.hains@leiths.com

Teaching Team

Teachers

Ryan Vaughan - ryan.vaughan@leiths.com

Mark Williams - mark.williams@leiths.com

Belinda Spinney - belinda.spinney@leiths.com

Michael Humphreys - michael.humphreys@leiths.com

Peter Hanna - peter.hanna@leiths.com

Sherri Dymond – sherri.dymond@leiths.com

Iris Chu – iris.chu@leiths.com

Helene Robinson-Moltke - helene.robinson@leiths.com

Contact Details

Leiths Culinary School

Email: edservices@leiths.com

Telephone: +44 (0)20 8749 6400

Web: leiths.com

Address: Leiths Culinary School, 16-20 Wendell Road, London, W12 9RT

School Rules

Please read the School Rules, Policies and Procedures and Terms and Conditions carefully **and then sign the ENROLMENT FORM** to confirm you agree to abide by the rules whilst you study at Leiths. These rules apply whilst on the school's premises and when representing the school. Please contact Admissions if you would like to discuss any of the enclosed information before you sign the form.

Medical Conditions

Please let the school know in advance of any relevant medical conditions such as allergies, diabetes, epilepsy, eating disorders, poor vision, pregnancy or partial hearing.

Details must be given on the enrolment form and the school advised immediately of any additional issues or changes to existing issues during the course.

Students who take medication that may affect their behaviour while studying at Leiths must provide details when completing the enrolment form and inform the school if such medication is started during the course.

Immunisations

We recommend that prospective students have an up-to-date tetanus immunisation.

Planned Medical Procedures

During the enrolment process students must provide details of planned medical procedures that may prevent students from attending. Upon enrolment any information declared will be followed up on and we are happy to discuss this in person.

Additional Learning Needs

Students are accepted onto the course on the condition that they have disclosed all additional learning needs that they may need support with whilst studying at Leiths e.g. ADHD, ASD, dyslexia etc. Anything that may affect their progress, attendance and ability to work as part of a group. Failure to do so may result in a student being required to leave their course.

Alcohol and Drugs

Alcohol should only be consumed on the premises during organised school events. It should only be in moderation, and no one under the age of 18 is permitted to drink alcohol. Anyone who is drunk on the school premises will be suspended immediately and may be at risk of expulsion.

Illegal drugs are not allowed on the premises. Anyone found with drugs will be suspended immediately and may be at risk of expulsion. Anyone suspected of being under the influence of alcohol and/or drugs, and whose actions may impact on the other students in class or in a demonstration, will be asked to leave the school. Anyone in breach of this rule will be subject to the school's disciplinary procedures and risks expulsion.

Smoking and Vaping

Smoking and vaping are not permitted in the school building. Students are politely requested not to smoke in the doorway of the building or in front of the school on the pavement at any time. Students must dispose of cigarette butts properly and not drop them on the pavement or in the road outside the school.

Mobile Phones

Mobile phones must be on silent setting during practical classes and demonstrations. Students may step out of a practical class or demonstration if they are expecting a call. You are allowed to take still pictures of food while in practical sessions and demonstrations. You are not allowed to film teachers during demonstrations in class. Please ask the permission of other students before taking their photograph.

Social Media Rules

Students are encouraged to use technology positively and responsibly. They are encouraged to take steps to protect themselves online and a link to our Online Safety Policy can be found below:

Online Safety Policy

Cyberbullying is dealt with seriously under Leiths Anti-Bullying Policy and all incidences should be reported to your tutor, the Culinary School Director or another member of staff including the DSL. Students are advised:

- Not to retaliate or reply to an online bully
- Block or remove such people from contact lists
- Consider carefully the information you have in the public domain

Social Media – Prohibited Use

You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff or third parties.

You must avoid making any social media communications that could damage our business interests or reputation, even indirectly.

You must not express opinions on our behalf via social media.

You must not post comments about sensitive business-related topics, such as our performance, or do anything to jeopardise our trade secrets, confidential information and intellectual property.

You must not include our logos or other trademarks in any social media posting or in your profile on any social media.

You are not permitted to add members of staff to your personal social networking accounts.

You are not permitted to take photographs or to film Leiths members of staff or to post such images.

Monitoring

We reserve the right to monitor, intercept and review, without further notice, student activities using our IT resources and communications systems, including but not limited to social media postings and activities, for legitimate business purposes which include ascertaining and demonstrating that expected standards are being met by those using the systems and for the detection and investigation of unauthorised use of the systems (including where this is necessary to prevent or detect crime).

You may be required to remove any social media content that we consider to constitute a breach of this policy.

Uniform

You will not be permitted into the kitchen areas unless you are in the correct uniform as this can be a safety and/or hygiene risk. Anyone found not to be in correct or clean uniform will be asked to hire uniform from the school or purchase replacements.

Students are responsible for their own laundry. Uniforms must all be clean as well as clearly labelled.

When cooking, the following is required:

- Clean chef's jacket, checkered trousers, clean apron, chef's hat, safety shoes and a hairnet if applicable (see next point)
- Hair must be tied or neatly pinned away from the face. Students with long hair must wear a hair net
- No jewellery apart from plain wedding rings and watches should be worn. All removable earrings, nose rings and bracelets must be removed
- Hands should be clean with short nails and no nail varnish
- Students may not leave the school premises wearing any part of their uniform, except to dispose of kitchen rubbish in the outside bins

Behavioural Rules

Leiths Culinary School is an environment in which students are encouraged to participate with enthusiasm and commitment, behaving with tolerance and understanding, respecting the needs of others. All students are expected to approach their studies with a serious attitude combined with some self-governance.

Students will be taught in groups and may be required to adapt their manner when working with different people just as they may be required in any workplace. They will be expected to integrate into the group to make the most of the learning environment.

Students agree to the following:

- To attend every session unless prevented by circumstances beyond their control
- To be on time for each class unless prevented by circumstances beyond their control

- To conduct themselves in a manner that does not distract or impair the learning of other students in practical classes
- To respect the right of all students to receive equal amounts of the teacher's time
- To respect the different learning styles of other students in the class
- To be aware of our Health and Safety Policy and agree to adhere to it
- To respect the property and facilities of Leiths Culinary School
- To be dressed correctly for practical classes (see Uniform section above)
- To allow sufficient time to prepare for classes, writing time-plans etc.
- To listen and respect feedback given by teachers and try to implement recommended changes

There are consequences for students who breach these rules of behaviour. They may be excluded from practical sessions. They may not be allowed to sit their assessments or to continue onto a further course. They may be asked to leave Leiths if their behaviour is deemed unacceptable.

Disciplinary procedures are set out under School Procedures. Any student who is excluded has no right to enter the school premises without the written permission of the Culinary School Director.

School Policies

All Leiths policies mentioned in this document can be found on leiths.com on our School Policies page.

Equality, Disability and SEND Support

Leiths is committed to complying with its obligations under the Equality Act 2010 and all other applicable equality legislation. For the purposes of this Student Handbook, which is a component of the Contract, “disability” has the meaning set out in the Equality Act 2010, being a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. This may include specific learning differences such as dyslexia, dyspraxia, dyscalculia, and related conditions where they meet the statutory definition.

The school acknowledges its duty under the Equality Act 2010 to make reasonable adjustments to ensure that disabled students are not placed at a substantial disadvantage compared to students who are not disabled. The school will take reasonable steps to plan for and provide accessible education and training without requiring a specific adjustment request in every case. The school shall implement reasonable adjustments at its own cost and shall not charge any student for the provision of such adjustments.

Where appropriate, the school will work with a student to assess their individual needs and agree suitable reasonable adjustments through an Individual Support Plan. The Individual Support Plan may be informed by medical evidence, educational psychologist reports, diagnostic assessments, specialist recommendations or other appropriate evidence. The Individual Support Plan will be developed in consultation with the student and may involve internal staff or, where necessary, external specialist support providers. Individual Support Plans will be kept under regular review and may be updated where a student’s needs or circumstances change.

The school will keep Individual Support Plans and reasonable adjustments under regular review. Where a student disagrees with a proposed adjustment, or considers that a requested adjustment has not been reasonably considered, the student should raise the matter with their tutor in the first instance.

If the matter cannot be resolved informally, the student may raise a complaint in accordance with the school's Complaints Policy. Where a student wishes to challenge an assessment outcome, progression decision or other academic decision arising from the implementation of reasonable adjustments, any appeal must be made in accordance with the relevant appeal provisions set out in the Student Assessment and Progression Procedure.

Students are encouraged to disclose any disability, health condition, or learning difficulty that may affect their participation in the course as early as possible, including at the enrolment stage. Disclosure may be made at any time during the course by contacting the student’s tutor. Information relating to a student’s disability or support needs will be handled confidentially and shared only with staff or third parties where necessary to implement reasonable adjustments or comply with legal obligations. The school’s duty to make reasonable adjustments arises where it knows, or could reasonably be expected to know, that a student is disabled.

Nothing in this Contract requires the school to alter or remove legitimate competence standards, including academic, professional, or practical standards required to complete the course. Reasonable adjustments may be made to assessment processes, but not to the competence standards themselves. When determining whether an adjustment is reasonable, the school will take into account all relevant circumstances. This includes the extent to which the adjustment would be effective in preventing disadvantage, its practicality and feasibility, any health and safety considerations, the potential impact on other students, and the cost of the adjustment in light of the school's available resources.

This Student Handbook and related policies and documents are available in alternative formats upon request. The school will use accessible communication methods where reasonably required to ensure students can access information relating to their course.

Safeguarding and Mental Health

Leiths has a duty of care towards all students as outlined in our Child Protection and Adult Safeguarding Policy. If a student has a concern about Safeguarding, this should be reported to the Designated Safeguarding Lead (DSL), Louise Kissane, or the Deputy Designated Safeguarding Leads (DDSL), Matt Beavis and Sophie Kidd. See the poster outside the changing rooms for details.

Leiths is committed to providing a learning environment where students and staff feel safe and secure, and where their mental health and physical health are valued as equal.

The school has dedicated Mental Health First Aiders, but students are encouraged to talk to any staff member about issues that may be troubling them. For most students their tutor or the Culinary School Director will be the first point of contact. As well as listening, staff will be able to signpost students to professional services which will be able to help further.

Confidential Information

As outlined in our Safeguarding Policy, Leiths has the right to disclose confidential information about the student on a need-to-know basis where necessary to safeguard or promote the student's welfare, or to avert a perceived risk of serious harm to the student or to another person at the school. In some cases, members of staff may need to be informed of any vulnerability the student may have.

Mental Health First Aiders

Louise Kissane, Ben Blackburn, Caroline Nelson, Ryan Vaughan, Sarah Keene

Bullying

The bullying of students or staff will not be tolerated and will be dealt with seriously and promptly. It can create a barrier to learning and have serious consequences for mental wellbeing. Bullying can include name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours. This includes the same unacceptable behaviours expressed online.

Students are encouraged to discuss any problems with their tutor or another preferred member of staff as a first step. All incidences of potential bullying will be dealt with according to Leiths'

Disciplinary Procedures (see below). In some cases, bullying will be a gross misdemeanour and result in immediate exclusion.

Sexual Harassment

Leiths is committed to providing a working environment in which everyone is treated with dignity and respect and where harassment, sexual harassment, bullying and discriminatory behaviour are not tolerated.

Leiths will take all reasonable steps to prevent sexual harassment and other forms of unlawful harassment in the workplace, including harassment by third parties such as suppliers, students, contractors and visitors.

We will not tolerate any form of harassment or sexual harassment towards our staff, whether it occurs on Leiths premises, at work-related events, when working remotely, online or in any other work-related setting.

Please familiarise yourself with the Harassment and Sexual Harassment Policy on Leiths website and raise any questions or concerns with a member of the staff.

School Procedures

Security and Signing In/Out

Leiths keep the front door locked at all times. When students commence their studies at Leiths they will be given a 4-digit security code so they may enter the building securely. This code will be changed periodically throughout the year. Please do not share this code with third parties and please be mindful of members of the public that could enter the building each time you open the front door. Visitors to the school need to ring the doorbell and be given a visitor pass by a member of staff before entering the school.

All students must sign in and out each time they enter and exit the building. This is essential so that in the event of an emergency evacuation, all personnel can be accounted for. Signing in/out is done via the software provider Sign In App. Before commencing your studies at Leiths you will be emailed an invite to download the Companion Sign In app (https://companion.signin.app/). We highly encourage you to use this function for ease and accuracy. Alternatively, you can use the iPad located at the entrance of the school to sign in and out. Here, a QR code from the app may be used or you may manually input your details into the app. If you have any issues accessing or using the sign in app please contact Ed, the Head of Procurement and Facilities ed.hains@leiths.com.

All personal belongings must be kept safely in the lockers provided and we would advise against bringing anything of value into the school. The student is responsible for the security and safe keeping of all personal possessions.

Students should report any suspicious behaviour or people they believe to be intruders to a member of the Leiths staff.

Visitors/Guests

Students should only invite guests to the school with the prior permission of the Culinary School Director. Upon arrival, the guest must wait for the student at the school office. Visitors will be asked to sign in and will be issued a visitors' badge. Guests of students or visitors must be accompanied throughout their visit.

Student Cards

Student cards are issued to all students upon induction and must be worn at all times while on Leiths' premises, except when in the kitchens, where chef white requirements apply instead.

Each card displays the student's unique student number, which may be required for school systems, examinations, or other administrative purposes. Student cards also help us maintain a safe and secure environment and allow staff to easily identify students on site.

If a student does not have their card with them, they must report to the School Office to collect a temporary card for the day. Temporary cards must be returned to the School Office before the student leaves at the end of the day.

Lost student cards should be reported to the School Office as soon as possible. A replacement card costs £5, payable to the school office at the time of request.

Students are responsible for the safekeeping of their student card and should not lend it to, or use it on behalf of, another person.

Absences

Prospective students must inform the Admissions and Recruitment Manager if they have any planned absences before starting the course during the enrolment process. Students must notify Leiths as soon as reasonably practicable if they are unable to attend a scheduled session. Students are permitted a maximum of 3 days (equivalent to 6 x 0.5 day or evening sessions) absence from the course. Where a student exceeds this limit, Leiths may determine, following consideration of the circumstances and in accordance with this Handbook and the Misconduct and Disciplinary Procedure, that the student is ineligible to undertake end of certificate assessments or examinations. This is to ensure that all Leiths graduates have covered the full range of subjects and achieved the required level of practical experience and repetition.

Absences and late arrivals are recorded in the register daily. If students are late and not marked as present in the class register, they must inform the teacher in charge upon entry to the session.

If a student misses all or part of a kitchen session, it is their responsibility to catch up on any skills, notes and other information missed, including by liaising with the lead teacher as required. The Culinary School Director may, at their discretion, authorise additional absences in compassionate or exceptional circumstances. Where appropriate, the Director may also require or permit a student to undertake additional coaching at the student's expense to cover missed skills and support continued eligibility for assessments or examinations.

Unacceptable Level of Absence

1. Education Services will notify students on behalf of the Culinary School Director in writing when absences reach 2 days during the course. The student will be reminded of the minimum attendance required to be eligible to take assessments or examinations.
2. Where a student exceeds the permitted absence, or where Leiths has concerns regarding a student's attendance record, the Director will inform the fee payer if that is a different person to the student, or the nominated Responsible Adult if that applies.
3. Failure to meet attendance requirements may result in academic consequences under the Student Assessment and Progression Procedure and/or referral under the Misconduct and Disciplinary Procedure.
4. Any decision will be taken following consideration of the student's explanation, any supporting evidence, and any relevant mitigating, exceptional or compassionate circumstances.
5. Where attendance concerns arise, Leiths may issue an attendance warning, impose restrictions on a student's eligibility to sit assessments or examinations, or determine that the student is ineligible for certification in accordance with the Student Assessment and Progression Procedure. In appropriate cases, attendance concerns may also be referred under the Misconduct and Disciplinary Procedure, which may result in disciplinary sanctions, including suspension or exclusion from the Course.
6. Any appeal against such a decision shall be dealt with in accordance with the appeal provisions set out in the Misconduct and Disciplinary Procedure.

Student Grievance and Complaints Procedure

Leiths will respond to any complaints as quickly as possible and endeavour to make studying and working conditions fair for staff and students alike. Most grievances can be resolved quickly and informally through discussion with your tutor. However, if you feel the matter has not been dealt with to your satisfaction, please refer to the Complaints Policy available on the website.

Performance Standards

1. All students will have a tutor who will monitor their progress throughout the course duration. If it is deemed that a student is failing to reach certain performance standards the tutor will notify the student and the Culinary School Director.

2. The tutor will formulate a plan to aid the student’s learning and progression which they will then discuss with the student. This will be documented and recorded and details shared with the student. The tutor will also inform the nominated Responsible Adult and/or the fee payer if this is a different person to the student

3. The tutor will then implement the plan, reporting back to the student and the Culinary School Director at regular intervals and making any necessary changes to support the student's learning and progression. The tutor will also update the Responsible Adult and the fee payer if this is a different person to the student.

4. If the student continues to fail to meet the required performance standards, further support measures or alternative learning/assessment arrangements may be considered and discussed with the student and, where appropriate, the Responsible Adult and/or fee payer.

Any such arrangements must remain consistent with the Course's essential competence standards and assessment requirements.

5. Any appeal against a grade decision, assessment outcome, progression decision or other academic decision shall be dealt with in accordance with the appeal provisions set out in the Student Assessment and Progression Procedure.

Student Disciplinary Procedure

Leiths is committed to maintaining a safe, respectful and professional learning environment for all students. Where concerns arise regarding a student's conduct, attendance, behaviour, or compliance with Leiths' policies and standards, any disciplinary matter will be addressed fairly, consistently and proportionately. Before any formal disciplinary action is taken, Leiths will take reasonable steps to establish the relevant facts, investigate the circumstances of the matter, and provide the student with a fair opportunity to respond to the concerns raised and present their account. Students may be invited to attend a meeting as part of this process and will be informed of the nature of the concerns being considered. Any decision will be made having regard to all relevant information and the seriousness of the conduct in question. Full details of the process, including potential outcomes and any right of appeal, are set out in the Misconduct and Disciplinary Procedure, which is available on the Leiths website.