



To the Parents of  
Middle and High School Students

O.Ref.: FR/gf

Lausanne, July 13<sup>th</sup>, 2020

### Textbooks for the new school year 2020/2021

Dear Parents,

The procedure concerning the textbooks for the start of the 2020 school year will be carried out in the same way as in previous years.

The textbooks will be kept available for students at the PAYOT bookshop, place Pépinet 4, LAUSANNE.

Attached is a list of the books required for the class your child will be joining at the beginning of the school year. To obtain the books, **we kindly ask you to proceed as follows:**

- **enter your contact details** at the top of the list of required works
- **put a cross** only next to each book you want to acquire

**PLEASE NOTE:** don't tick the books you already own (those of an older brother or sister, for example); nor the books that are used for several years (with the indication "for new students only").

For IB and Swiss Maturity Students, please tick only the books of the subjects your child will be taking at the beginning of the school year according to his/her options.

**ENGLISH books:** please ask the ENSR administration about the group (A or B) that your child will join at the beginning of the school year before buying the textbooks.

- **check one of the following boxes:** "*I would like the books to be sent to me by post with an invoice*" or "*I will pick up the books at the store myself*"
- **date and sign**
- **send (via post, email or fax) or leave the list at Payot:**

Payot librairie  
Service Ecoles - Ludovic EMMENEGGER  
pl. Pépinet 4 – CP 6730  
1002 LAUSANNE

Tel.: 021 341 33 73  
Fax: 021 341 33 45  
E-mail: ecoles@payot.ch

Even if you pick up your books yourself at Payot, it is **IMPORTANT** to send your list to Payot beforehand, so that the bookshop can prepare your books before your arrival. A notice will be sent by Payot to inform you that you can come and collect the books.

We advise you to keep the invoice and not to write your child's name in the books before the start of the school year, so that you can take them back to the bookstore in case some books have been bought by mistake.

**Payot will keep the books at your disposal as of Monday, August 3<sup>rd</sup>, 2020. Please do not go to them before this date.**

We also advise you to send the list to Payot with your choices quickly and if possible before the start of the school year, because at that time the bookshops will be overloaded. You will thus benefit from a service that is fast and of high quality.

Whether you pick up the books yourself or have them sent to you, **the invoice shall be paid by you directly to Payot**. A 10% discount will be granted for any purchase from your list made between August 3<sup>rd</sup> and September 20<sup>th</sup>, 2020 (except on "net price" books).

**PLEASE NOTE:** some books will be provided or ordered by the teachers at the beginning of the school year. In this case, the mention "*see with the teacher at the beginning of the school year*" or "*booklet given by the teacher*" is specified next to the book reference on the attached list. These books will then be invoiced by the ENSR accounting department.

Please note that textbooks in poor condition or containing answers to exercises will not be accepted in class.

We wish you a very pleasant summer.

Sincerely,



Isabel Matos  
Financial and Administrative  
Director



Frédéric Rossé  
Librarian